

Plan five tasks

A short workday planning sheet for choosing a useful next action

Urgent: delay changes a near-term outcome. **Important:** supports an agreed goal or prevents meaningful harm.

DO

Urgent + important

SCHEDULE

Important, not urgent

DELEGATE

Urgent + lower importance;
confirm owner, capacity, handoff

DELETE

Not urgent + lower importance;
no meaningful current purpose

Missing facts? Write CLARIFY FIRST as the next step. It is not a fifth quadrant. If work exceeds capacity, ask the priority owner what moves before promising a date.

WORKED EXAMPLE / SCHEDULE

Task	Revise the checklist to prevent a recurring setup error that blocked earlier customers.
Impact / importance	Prevents repeat access problems; supports the agreed customer-access priority.
Due / urgency evidence	Thursday, 3 p.m.; nobody needs it sooner.
Effort / current owner	45 minutes / Me. No review or approval is needed before delivery.
Next action + owner + when	Me: reserve Wednesday, 9:00-9:45 a.m. and revise the checklist.
Brief reason	Important to customer access; not urgent before Thursday because nobody needs it sooner.

YOUR TASK 1

USE EVIDENCE, NOT ARRIVAL ORDER

Task

Impact / evidence of importance

Due / urgency evidence

Effort

Current owner

Matrix action Write DO, SCHEDULE, DELEGATE, or DELETE. If key facts are missing, write CLARIFY FIRST.

Next action + owner + when

Brief reason

Continue your plan

Use the same evidence for each task; record an owner and time for the next move.

If a deadline, impact, effort, or owner is unknown, ask before you classify the task.

YOUR TASK 2

USE EVIDENCE, NOT ARRIVAL ORDER

Task

Impact / evidence of importance

Due / urgency evidence

Effort

Current owner

Matrix action

Write DO, SCHEDULE, DELEGATE, or DELETE. If key facts are missing, write CLARIFY FIRST.

Next action + owner + when

Brief reason

YOUR TASK 3

USE EVIDENCE, NOT ARRIVAL ORDER

Task

Impact / evidence of importance

Due / urgency evidence

Effort

Current owner

Matrix action

Write DO, SCHEDULE, DELEGATE, or DELETE. If key facts are missing, write CLARIFY FIRST.

Next action + owner + when

Brief reason

Finish the five tasks

Confirm what you know before you commit to the plan.

YOUR TASK 4

USE EVIDENCE, NOT ARRIVAL ORDER

Task

Impact / evidence of importance

Due / urgency evidence

Effort

Current owner

Matrix action

Write DO, SCHEDULE, DELEGATE, or DELETE. If key facts are missing, write CLARIFY FIRST.

Next action + owner + when

Brief reason

YOUR TASK 5

USE EVIDENCE, NOT ARRIVAL ORDER

Task

Impact / evidence of importance

Due / urgency evidence

Effort

Current owner

Matrix action

Write DO, SCHEDULE, DELEGATE, or DELETE. If key facts are missing, write CLARIFY FIRST.

Next action + owner + when

Brief reason

BEFORE YOU COMMIT

Missing fact / question to resolve

Capacity tradeoff

Who can agree what moves, and when will you ask?