

Idea Capture to Next Action

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Capture the idea

Idea name

Prompt that sparked it

Problem or interest

Possible outcome

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Separate assumptions

Known information

Unverified assumption

Available material

Unknown requirement

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Explore a small step

Question to answer

Example to examine

Source to locate

Action within scope

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Decide what follows

Keep for later

Small step chosen

Reason to pause

Review trigger
