

Short Task Opportunity List

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Define the interval

Likely setting

Available materials

Time uncertain

Attention limit

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Choose small actions

Action one

Action two

Action three

Action to avoid

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Check the boundaries

Input needed

Clear stopping point

Result to save

Interruption response

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Review usefulness

Action completed

Useful remainder

Task too large

List to update
