The next small step when everything feels urgent

Turn a crowded task list into three doable actions.

Three steps

1. Write what is on your mind
2. Choose one task with a real deadline
3. Define its smallest useful next action

A worked example

Task	Renew insurance
Deadline or consequence	Friday deadline
Next action	Find current policy
Time estimate	10 min

Finding the policy is actionable; renewing everything is too broad for one block.

Allow buffer time and do not treat a plan as a promise of capacity.

The next small step when everything feels urgent

Use one row per item or decision. Start with what you know.

Task	Deadline or consequence	Next action	Time estimate

My next action / when