Weekly priorities and waiting list

Separate actions you can take from things waiting on someone else.

Three steps

1. List unfinished commitments
2. Separate actions and waiting items
3. Pick three priorities

A worked example

Priority	Repair
Next action	Request quote
Waiting on	Contractor
Review	Friday

A waiting item has a review date instead of repeated checking.

Keep the week realistic.

Weekly priorities and waiting list

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

Priority	Next action	Waiting on	Review

My next action / when