



DISTINGUISH REAL URGENCY

This sheet helps you identify what truly needs immediate attention.

- 1 Identify the task or message demanding your attention.
- 2 Ask: What changes if this waits 30 minutes?
- 3 If there's a real consequence, address it.
- 4 If not, complete one meaningful task first.
- 5 Reassess the urgency after completing your task.

MAKE IT YOURS

My one move this week: _____

When and where, exactly: _____

My witness (one person I told): _____

I showed up:

MON

TUE

WED

THU

FRI

SAT

SUN

MON

TUE

WED

THU

FRI

SAT

SUN

What I noticed this week:

Urgency has a consequence. Everything else needs a turn.