SJR

The Twice List.

Will I make this decision again next week?

If yes, it is not a decision anymore. It is a job you have not designed yet.

STEP 1 List it

Every decision you made this week that you will make again next week. The boring ones count most.

DECISION	RULE	HAND	KEEP
1	☐	☐	☐
2	☐	☐	☐
3	☐	☐	☐
4	☐	☐	☐
5	☐	☐	☐
6	☐	☐	☐
7	☐	☐	☐
8	☐	☐	☐
9	☐	☐	☐
10	☐	☐	☐

STEP 2 Sort it

Rule

Can I write the answer down once? Write it. Now it is a sentence, not a decision.

Hand

Can someone or something do it and bring me a yes or no? A person, a checklist, an app.

Keep

Is this truly mine, the thing only I can do? Three at most. Everything else gets designed.

STEP 3 Draw the line

Two short lists. Tape them next to your desk. Hand them to whoever helps you.

DONE WITHOUT ME	ALWAYS NEEDS MY YES

Decided it twice? Design it once.

Monday: pick the most boring line above. Design it once. Run it for a week. Then the next.

SCAN FOR

This sheet, the Sunday read, and a direct line to me.
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