

80/20 Focus Finder

Identify the few things that deserve your attention.

1 / What outcome matters most?

2 / Compare what competes for your attention.

List up to ten customers, products, or activities. Use evidence where you have it.

Customer, product, or activity	Evidence of contribution	Time or complexity

3 / The few to prioritize

One thing to stop or reduce

Next action

By when?

What deserves more of your attention this week?

Next Move Decision Sheet

Work through the choice in front of you.

The decision

Decision deadline

Outcome sought

Known facts

Assumptions to check

Options to consider

Risks and possible downside

What would change your decision?

Smallest useful test

Chosen action

Owner

Review date

What can you do next, and what will you learn?

One-Page Action Plan

Give your priorities an owner and a deadline.

Goal

Date range

Starting point

PRIORITY 01

Success measure

Owner

Next milestone

Deadline

PRIORITY 02

Success measure

Owner

Next milestone

Deadline

PRIORITY 03

Success measure

Owner

Next milestone

Deadline

First seven-day commitment

Who will do what by when?

Weekly Progress Review

See what is working. Decide what happens next.

Week ending

Commitments made

Results and evidence

What did you learn?

Obstacles to address

STOP

START

CONTINUE

Next commitments

Action	Owner	By when?

What will you change next week?