

A five-minute page for days when everything feels urgent.

Date

Use only the parts that help. Messy handwriting counts.

1. What feels heaviest right now?

2. Sort the load Do not solve the whole week. Sort today.

MUST HAPPEN Only today's essentials	SOMEONE ELSE CAN OWN Full task, not one favor	CAN WAIT Move it without guilt
☐	☐	☐
☐	Owner:	☐
☐	☐	☐
	Owner:	☐

3. Pick one easier move

One is enough.

- | | |
|--|--|
| ☐ Use a default dinner | ☐ Clear one useful surface |
| ☐ Cancel or shorten one optional plan | ☐ Use a one-sentence boundary |
| ☐ Move one errand to another day | ☐ Leave one note for tomorrow |

Good enough today looks like:

Tomorrow's first step:

One lighter part of the day counts.

Move full ownership, not one-off favors.

Week of

FULL OWNERSHIP MEANS: notice it | plan it | do it | handle the follow-up

The goal is fewer reminders living only in one person's head.

1. Recurring tasks to hand off

Recurring task	New owner	What full ownership includes	Start

2. Ten-minute family logistics check-in

- ☐ Appointments and pickups have an owner
- ☐ School or daycare deadlines have an owner
- ☐ Default meals and one backup dinner are chosen
- ☐ Running-low supplies are assigned to someone
- ☐ One optional plan has been removed or shortened

One sentence I can use this week:

Example: "That does not work for us this week."

Things we are skipping on purpose:

Shared ownership does not have to look identical to be real.