

Weekly Priority Sieve

Clear your head and choose realistic weekly priorities, leaving room for changing capacity. You may skip questions that do not fit or discuss them with your coach.

1. Brain Dump: Empty everything currently occupying mental bandwidth onto this page:

2. Choose up to three priorities

Priority	Why now	Capacity needed	Keep/defer/share

3. What fixed commitments and supports affect capacity? Choose a first start time and a fallback if the week changes.