

WORKSHEET

01 My next decision

Use this page when

A notice, bill, or conversation leaves me unsure where to begin.

Fictional example: A letter arrived Tuesday. I will verify whether it has a response date before drafting anything.

What happened, and what document or firsthand observation tells me?

What date might matter, and who will verify it?

What am I assuming that I have not checked?

What one question could change my next step?

One next action

I will _____ by or after _____. Answer/source:

After I ask or act, what changed?
