



The Two-List Reset

A fast worksheet to separate the week into two lists - and decide one cut.

Name Week of Role or Team

Use it in under 10 minutes

1 List commitments
3 min

2 List distractions
3 min

3 Tag the cut type
3 min

4 Choose one cut
1 min

1) List A: Commitments (3 minutes)

Write what you are genuinely on the hook for: deliverables, approvals, decisions, people responsibilities.

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2) List B: Distractions (3 minutes)

Write everything else that steals time or attention: standing meetings, FYI tasks, duplicate reporting, vague asks.

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3) Tag each distraction with a cut type (3 minutes)

Delete: stop doing it. **Defer:** not this week. **Delegate:** someone else owns it. **Downgrade:** reduce effort.

Distraction	Cut type (tick one)			
<input style="width: 300px;" type="text"/>	<input type="checkbox"/> Delete	<input type="checkbox"/> Defer	<input type="checkbox"/> Delegate	<input type="checkbox"/> Downgrade
<input style="width: 300px;" type="text"/>	<input type="checkbox"/> Delete	<input type="checkbox"/> Defer	<input type="checkbox"/> Delegate	<input type="checkbox"/> Downgrade
<input style="width: 300px;" type="text"/>	<input type="checkbox"/> Delete	<input type="checkbox"/> Defer	<input type="checkbox"/> Delegate	<input type="checkbox"/> Downgrade
<input style="width: 300px;" type="text"/>	<input type="checkbox"/> Delete	<input type="checkbox"/> Defer	<input type="checkbox"/> Delegate	<input type="checkbox"/> Downgrade
<input style="width: 300px;" type="text"/>	<input type="checkbox"/> Delete	<input type="checkbox"/> Defer	<input type="checkbox"/> Delegate	<input type="checkbox"/> Downgrade
<input style="width: 300px;" type="text"/>	<input type="checkbox"/> Delete	<input type="checkbox"/> Defer	<input type="checkbox"/> Delegate	<input type="checkbox"/> Downgrade
<input style="width: 300px;" type="text"/>	<input type="checkbox"/> Delete	<input type="checkbox"/> Defer	<input type="checkbox"/> Delegate	<input type="checkbox"/> Downgrade

4) Choose one cut and write the sentence you will use to communicate it (1 minute)

Chosen cut (one item)

Sentence I'll use