

IDEA & PRIORITY PLANNING WORKSHEET

From Too Many Ideas to a Clear Next Step

Capture your ideas. Decide what matters. Choose what deserves your attention now.

START HERE. You do not have to act on every good idea. Use this worksheet to sort what matters now, what can wait, and what your next step should be.

1 BRAIN DUMP

List the ideas, projects, opportunities, or responsibilities competing for your attention.

2 PURPOSE CHECK

Which ideas support what you are trying to accomplish right now?

IDEA / PROJECT	HOW DOES IT SUPPORT MY CURRENT GOALS?

3 NOW, LATER, MAYBE OR LET GO?

☐ NOW

☐ LATER

☐ MAYBE

☐ LET GO

Sort your ideas or make notes about timing:

4 IMPACT & REALITY CHECK

☐ Moves a goal forward?

☐ Real need / opportunity?

☐ Time / resources available?

☐ Worth the tradeoff?

☐ Important - not just exciting?

☐ Right timing?

What did you notice?

CHOOSE WHAT DESERVES YOUR ATTENTION

Focus is not losing your other ideas. It is choosing what gets your attention first.

5 EFFORT & RESOURCES

PRIORITY IDEA	TIME	MONEY	PEOPLE / SKILLS / TOOLS

6 MY PRIORITY THREE

1	
2	
3	

7 ONE NEXT STEP

What is the ONE action you will take next?

Target date: _____ Who or what can help: _____

8 IDEA PARKING LOT

Capture good ideas you are intentionally choosing not to act on right now.

REMEMBER

Every good idea does not have to become today's assignment.
Progress sometimes means choosing one thing and allowing other good ideas to wait.

Walter-James Business & Development Center
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