The Project Clarity Check

A focused tool to stop overplanning and start moving

> *You don't have a planning problem. You have a stopping problem. This tool is designed to help you slow down, narrow your focus, and move into action with more clarity and less strain.*
>
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01 Name the Project

Start with the facts: what is required, not what your anxiety is telling you.

What project are you working on?

What is the deadline?

What outcome actually needs to happen?

Importance for your role (0 to 10, not your anxiety):

02 Notice the Overplanning

You cannot change a pattern you have not named. Be honest here.

How do you know you're overplanning this? List 1 to 3 behaviors.
Common patterns: researching too much, rewriting the plan repeatedly, reopening decisions already made, checking too often.

What is the one thing you are doing that adds time but little value?

03 Name the Fear Underneath

Overplanning usually has a fear underneath it. Putting it into words makes it something you can look at.

What are you afraid will happen if this isn't planned perfectly?

Now put it in one sentence, the way your mind says it.
For example: "If I miss something, they'll think I can't handle this role."

Anxiety level now (0 to 10): _____

04 Recheck Your Thinking

Look at that sentence more carefully before you let it keep running the show.

What evidence supports it?

What evidence doesn't?

What's a more accurate thought you can fully believe?

05 Clarify Your Approach

Define what complete looks like for this project before you go any further.

What does a complete and acceptable result look like? (3 to 5 concrete deliverables)

Your top 2 or 3 values for how you want to do this:
Examples: clarity, integrity, timeliness, collaboration.

06 Focus on Essentials

Not everything on your list needs to happen. Decide now what matters most.

What are the essential next steps?

What can wait?

What can be left out for now?

07 Know When to Stop Planning

A plan without a time limit is just permission to keep planning.

How many more minutes do you actually need?

Set a limit: I will spend ____ minutes planning, then I will begin.

> ***For this project, "good enough" is:***

Anxiety level now (0 to 10), compared with Step 3:

Clarity comes from deciding what matters. The rest is noise.

If this tool resonated with you, The Complete Planning Reset *goes deeper, available at hd-counseling.com/resources.*