A SMALL PLAN FOR A FULL DAY

When everything feels urgent

What can wait?

You're about to leave for an appointment when another request arrives. Before squeezing it in, check whether it could wait until a specific time, such as tomorrow morning.

1 What would happen if this waited until then?

NOT SURE

Ask: “When do you need this, and what depends on it?” Then check again.

WAITING IS WORKABLE

Set a new time. If someone is counting on the original time, check the change with them.

IT NEEDS ATTENTION

A care need, safety issue or firm deadline means waiting would not work. Continue to question 2.

2 What does this actually need from me today?

Could a smaller version do? “Would the two figures be enough today?” Or ask someone to take a specific part, and confirm who will do it and when. If neither works, keep its timing and reconsider another demand.

WHAT THIS CAN LOOK LIKE

It's 4:30. You're collecting a relative at 5, preparing a work update, and planning groceries. The pickup stays: your relative has no other ride. Your colleague confirms that two figures you already have are enough today. There's food at home, so shopping moves to tomorrow. You send the figures and leave for the pickup.

Some days, the load exceeds what one person can do. If fixed demands clash, seek practical help. If delaying or negotiating could put you at risk, prioritize safety and individual support.

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