1-3-5 daily cards

At the end of the day, pick one big task, three medium and five small for tomorrow. Guess the minutes, check they fit your free time, and leave the rest on your master list.

Tomorrow's 1-3-5

Date _____ Free hours _____

Task, written as an outcome — Min — Done

Big (1): 90 min to 3 hours

B _____ ☐ ☐

First step: _____

Medium (3): 30 to 60 min each

M _____ ☐ ☐

M _____ ☐ ☐

M _____ ☐ ☐

Small (5): 15 min or less each

S _____ ☐ ☐

S _____ ☐ ☐

S _____ ☐ ☐

S _____ ☐ ☐

S _____ ☐ ☐

Fit check: total minutes ☐ vs free minutes ☐ Over? Use 1-2-3 or 1-1-3.

cut here

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S _____ ☐ ☐

S _____ ☐ ☐

S _____ ☐ ☐

S _____ ☐ ☐

S _____ ☐ ☐

Fit check: total minutes ☐ vs free minutes ☐ Over? Use 1-2-3 or 1-1-3.

Big task first.
Give it your best focus hours. Small tasks go in the gaps between calls or classes.

List the steps, then guess.
Thinking through the parts makes time guesses longer and closer to the truth.

Leftovers go back.
Unfinished tasks return to the master list and get picked again. No automatic spot.

Size it, then pick nine

Copy candidates from your master list or brain dump. Circle a size, guess the minutes, then move one big, three medium and five small onto a card.

	Candidate task	Size	Min
1		B M S	
2		B M S	
3		B M S	
4		B M S	
5		B M S	
6		B M S	
7		B M S	
8		B M S	
9		B M S	
10		B M S	
11		B M S	
12		B M S	
13		B M S	
14		B M S	
15		B M S	

Not a full day? Use a smaller shape

1-3-5	Five or more free hours. The original.
1-2-3	Half the day in meetings or class.
1-1-3	Back-to-back meetings, or a low-energy day.
Blank slots	Lots of surprise requests: leave one medium and two small lines empty.
1-0-3	The big task will eat the day. Add three small things that can't slip.

Too big for 3 hours?
It's a project. Write the first chunk as the big task.

Big means it counts.
If only this gets done, was the day worth it? If not, pick again.

Same cue every day.
Fill the card when you close the laptop or pack your bag.