Choose a meaningful result and a manageable list

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Choose one result that matters most today, then add smaller actions only if they fit. The 1–3–5 rule is sometimes used as a prompt to select one large, three medium and five small tasks. It is not a requirement to fill nine lines. One large action may use the entire available block. Write something observable, such as “check two calculations”, rather than “sort everything out”. The table offers an example of work after fixed commitments; adjust it to your own schedule instead of copying the workload.

Time / block	Task	Completion condition
After fixed commitments	Check two calculations	Errors identified and corrected
Next short block	Answer the necessary email	Reply sent to its recipient
Buffer	Handle delay or finish work	Remaining work and next action are clear

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