Default Projects Kit — Page 1

Engineer obvious success — be ready when time appears.

Default Projects Index

List 3–5 tiny projects you can start in under 5 minutes:

- _____
- _____
- _____
- _____
- _____

Five-Minute Drills

- ○ **Outline**   3 bullets for a post
- ○ **Refactor**   10 lines
- ○ **Sketch**   UI for one component
- ○ **File**   one tiny bug report
- ○ **Send**   a status update

Default Projects Kit — Page 2

Engineer obvious success — be ready when time appears.

Template Responses

Use, tweak, ship:

Quick follow-up:

Thanks for the nudge — here's my next step: _____ by _____.

Gentle decline:

Appreciate the invite — no bandwidth this week. Revisit on _____?

Status ping:

Tiny update: _____. Next micro-commitment: _____ by _____.

Idea Bank

Capture sparks. One line each:

_____

_____

_____

_____

_____

Engineer obvious success — be ready when time appears.

Swipe File

Save wording, layouts, subject lines:

- _____
- _____
- _____
- _____
- _____

Ready Checklist

- ○ **Default**   files pinned & synced
- ○ **Timer**   app / shortcut ready
- ○ **Templates**   reachable in 2 clicks
- ○ **Capture**   inbox (notes) open
- ○ **Next**   tiny step written