Close Open Loops — Visual Toolkit

Capture distractions → Store safely → Act later → Celebrate done

■ **Celebrate**
Add wins to your Done List

■ **Capture**
Drop it in your Parking Lot note

**CLOSE
OPEN LOOPS**

■ **Act**
Return later to complete

■ **Store**
Keep ideas in a trusted system
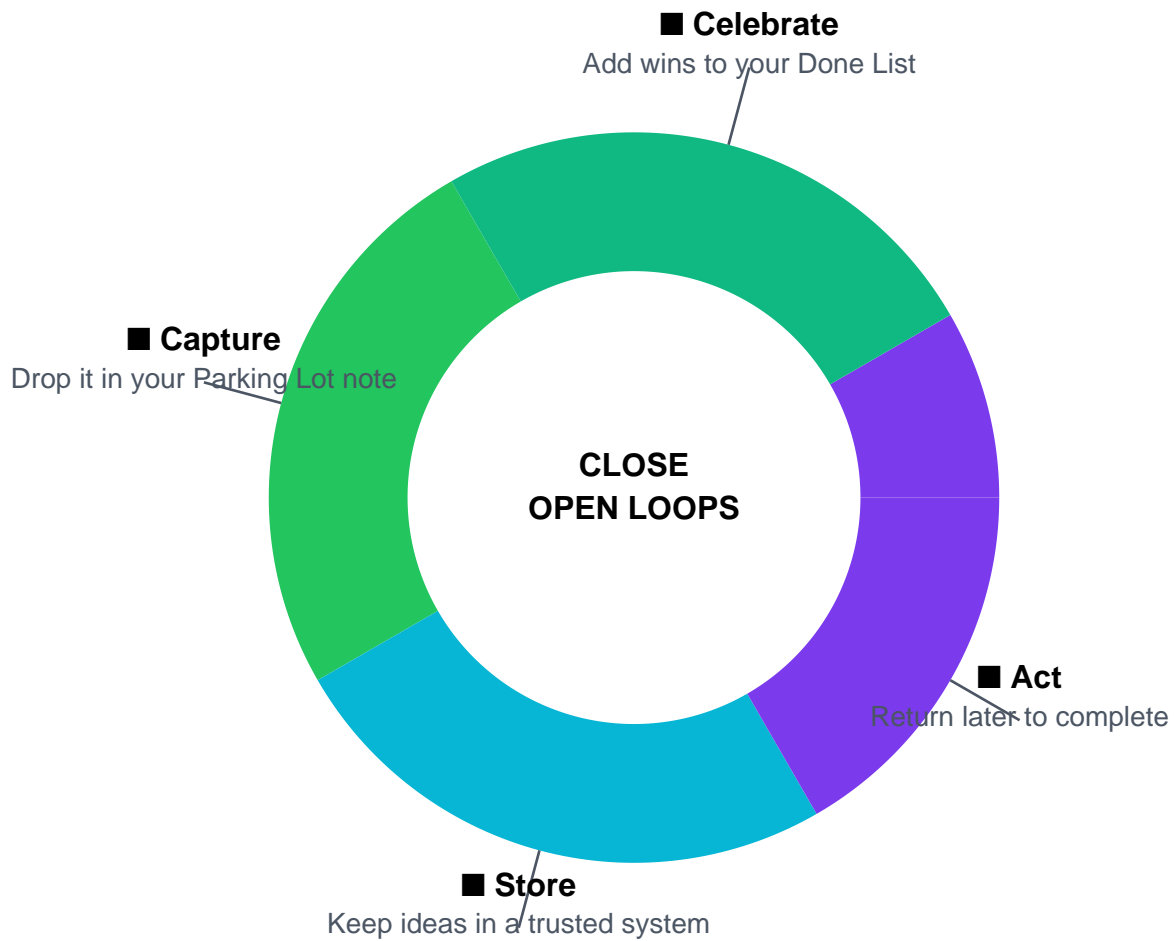
"Progress remembered is motivation multiplied."
Boosta.life