

Decision-to-Departure Planner

Turn one mixed doom pile into named next actions and a scheduled exit without spreading it across the room or buying organizers first.

The pile is not one category.

It is a stack of different verbs: put away, sign, call, return, repair, ask, donate, or recycle. Name the verb and the mental noise gets smaller.

1 / Contain the pile

PILE / ZONE

One exact surface or basket

DATE + STOP TIME

Today: _____ Stop: _____

PHYSICAL BOUNDARY

Tray / basket / one shelf / one tabletop section / other: _____

OUT OF SCOPE TODAY

Rooms, cabinets, and projects I will not open: _____

HOME NOW	Known home; under two minutes.
ACTION THIS WEEK	A specific verb, owner, and date.
RELEASE	Trash, recycle, donate, or return.
ASK LATER	Needs a person or information; maximum three.

Stop rules

☐ Do not open another room or cabinet

Keep the working boundary small.

☐ Do not shop for organizers

The system comes before the container.

☐ Do not create extra categories

Four destinations are enough.

☐ Contain anything unfinished

One trusted place, never several new piles.

MY 15-MINUTE FINISH LINE

What will be visibly and measurably different when the timer ends?

Name the Next Action

If an item needs more than a permanent home, give it one exact verb, one owner, and one due or review date.

2 / Build the action queue

ITEM	EXACT VERB	OWNER	DUE / REVIEW	WHERE IT WAITS	DONE

Useful verbs

Put away / sign / call / return / repair / ask / donate / recycle. If you cannot name an action, the item probably needs a permanent home, permission to leave, or a dated conversation.

☐ **Known home + under two minutes**

Return it now.

☐ **Ask later stays small**

Maximum three items, each with a review date.

☐ **Needs another person**

Write the person's name and ask date.

☐ **Sorting is not project time**

Capture the next step; do not start every repair.

FINISH WHAT YOU STARTED

Close the Loop

Things already decided can still become transition clutter. Prepare the exit, attach it to a real route, and set a leave-by date.

3 / Make the departure visible

GROUP	PREPARE	DESTINATION / PERSON	ROUTE / ROUTINE	LEAVE BY	DONE
Returns					
Donations					
Borrowed					
Repairs					

WEEKLY DEPARTURE

Day / time

ATTACH TO

Errands / pickup / commute / other

FINISH-LINE STATION

Location: _____ Capacity rule: when _____, it leaves.

WHAT REBUILT THIS PILE?

Paper / returns / wrong-room items / another person's decision / missing home / other

ONE PREVENTION RULE

Make the next action smaller, clearer, or attached to an existing rhythm.



Home-now items returned

The easy destination is closed.



Release items sealed or recycled

No open donation bag to reconsider.



Dates entered in the calendar

Returns and asks have a real trigger.



Original surface reset

The physical boundary is visible again.

Choose tools only after the job is clear.

If the finished system needs one holder or exit basket, compare [paper tools](#) or [entryway tools](#). The container supports the rhythm; it is not the rhythm.