12.2

WORKSHEET · CHAPTER 12

Two-cause sort

I for input: noise, people, change, masking. T for tasks: too many, too urgent, unfinished. Some will be both.

WHAT'S BEING ASKED OF ME RIGHT NOW	I	T

WHAT'S MISSING: WHAT USED TO FEED ME AND HAS GONE

More of: ☐ I: cut input first ☐ T: cut tasks first

One thing back from the missing list _____

On a bad day: circle the single biggest demand. That's the one to look at first.