Disrupted Morning Priority Map

Record the disruption and today's actual commitments.

Choose the duties that need an immediate handoff and communicate changed capacity honestly.

Hypothetical example: After an interrupted night, an adult confirms one shared morning handoff before promising the rest of the day's work.

01 Use today's facts

Record the disruption and today's actual commitments.

Disruption recorded

Commitments today

First fixed time

People depending on you

02 Identify who needs timely information

Identify the duty that needs another person's timely decision.

Handoff needing attention

Person to contact

Decision requested

What cannot be promised

Disrupted Morning Priority Map / Review & follow-through

03 Choose the first realistic action

Choose a realistic first action and communicate any change.

First realistic action

Preparation needed

Changed plan

Words sent

04 Check whether the handoff actually happened

Review the handoff before returning to the remaining list.

Handoff confirmed

Duty completed

Remaining work

Next review