The Open-Project Triage and Finish Sheet

Decide what deserves completion and close the loop.

Unfinished work needs an honest disposition. A selected project needs a recognizable finish, a next action, and a handoff to anyone affected.

Example: a promised entry cleanup is selected ahead of an optional new idea. The finish is a usable walkway and places for daily items. An adult schedules the first task, checks the result, and tells the household when it is ready.

01 Inventory the commitment

Name the work and who is affected.

Open project or promised work

Person waiting or affected

Ownership or approval to respect

Result still needed

02 Choose the disposition

Separate a personal idea from an owed promise.

Finish / agreed pause / responsible close

Reason for that decision

Truthful update to send

Materials or information to return

The Open-Project Triage and Finish Sheet / Review & follow-through

03 Define and schedule the finish

Keep one complete result in view.

Smallest complete useful result

First physical action

Appropriate help or dependency

Realistic work opportunity

04 Close the loop

Verify the result and communicate it.

Result checked against the finish

Person to notify or handoff needed

Tool or material cleanup remaining

Follow-up or review point