

One draft. A place to return.

START > RESUME > CLOSE | Quick start and a worked example

Already picked a low-stakes item? Use page 2 to name the draft, keep required unknowns visible and leave a restart note. Do the work in your usual tool. This sheet records your choices; it does not do or send the work.

Start with a draft, not a promise.

1. Write the artifact, its use and this-session finish line on page 2.
2. List required missing facts. Park only optional questions on page 3.
3. Write a physical action, then open your document or materials.
4. Before leaving, record the exact place and next action.
5. Choose a status yourself. Keep evidence separate from intention.

Synthetic example: a community flyer

Artifact: a flyer draft for the organizer to review. Finish line: title, two short paragraphs and visible placeholders. Required unknowns: the date and venue are NOT confirmed. First action: open Documents/Community/flyer-draft.odt and type the title.

At close: draft, not sent. Evidence: flyer-draft.odt saved locally. Next check: ask the organizer for the date, venue and permission to share. Only after checking the draft and required facts could it be ready for review. A box on a sheet is not proof of delivery.

Paper or desktop PDF

Print at Actual size / 100% on matching Letter or A4 paper. Pages 2 and 3 are reusable blanks. For typing, download a copy and use desktop PDF.js. Save the edited PDF, close it and reopen that saved file to check your entries. Keep the original blank and a backup. Other readers vary; mobile filling is not verified.

Typed fields are single-line, with printed limits. Line breaks become spaces. For longer notes, write a short file reference and continue there. Save, reopen and check print preview. Do not enter health details. The PDF has no upload, tracking or sync. Plain notes can do this job free.

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