

A short pause to sort your business priorities

A practical worksheet to choose what deserves your attention this week. You do not need to solve everything at once.

1. Start with what is happening

Think about one real situation, not your whole business. It might be a slow sale, a task taking too much time, or a conversation you have been postponing.

What situation is taking up the most space in my mind?

How does it affect my customers, time or revenue?

2. Choose something you can influence

Separate urgent from important. Notice what you can do yourself, what information you still need and what could wait.

If I could make progress on only one thing this week, what would it be?

What is one specific step I can take in the next seven days?

3. Decide how you will recognize progress

What small sign would tell me I moved forward?

Try setting aside 15 minutes. If the answer is not clear, write down what information you still need.

A conversation can help, too

When the real problem is still unclear, it can help to talk things through before choosing a new tool or spending money. Learn about business advising at miguelalfaro.com.

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