# REAL-TIME PRIORITIZATION

Quick frameworks to reduce overwhelm and make confident decisions in the moment

When you're overloaded, it's easy to freeze, procrastinate, or say "yes" out of reflex. These quick tools help you sort through the noise, respond with intention, and move one step forward—even when you're low on capacity.

Stop Light Sort

- What can I say yes to easily?
- What might be okay later—but not today?
- What's a clear no (or not mine to carry)?

✅ Use this when you're overloaded, mid-task, or need to set boundaries.
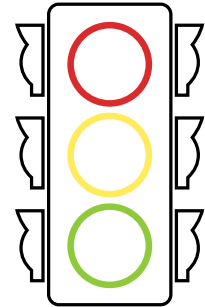
Hell Yes! or No.

If it's not a clear yes—excited, aligned, and doable—it's a no (or at least a pause).
Ask:

- Am I resourced enough for this?
- Would I say yes if I didn't feel guilty?
- What am I saying no to if I say yes?

✅ Great for pausing auto-yeses, filtering new tasks, or managing requests.
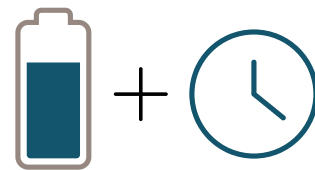
Time + Energy Mini-Scan

Ask:
What kind of energy do I have right now?
 (Focused, social, low, creative?)
What's the best use of this next block of time?
 (Small task? Rest? Deep work?)

✅ Use this when switching tasks, transitioning between activities, or feeling foggy.

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