

THE 30-MIN MICRO FIX



1

0-2 MIN

RESET

Breathe. Name the
change:

What's different?



2

2-5 MIN

**NAME THE
INTENT**

One line:

What matters now is...



3

5-15 MIN

FIRST THREE OPTIONS

Look at the info in front of you. Write **three options you have**, and for each one, **three decisions you can make today**.



4

15–25 MIN TRADE OFFS

List the costs of each move. Circle the acceptable cost, then choose to act.



5

25–30 MIN

REFLECT & RECORD

Let the choice sit. Act.
Record one bit of
learning.

