

Next Move Checklist

One week. Seven moves. Lock in.

You don't need a perfect plan. You need the next move. Do one move per day. Check the box when it's done.

DAY	MOVE	DONE
1	Write your Friday win list. Open a note titled "Wins." Add 3 things you shipped or improved this week. Your manager isn't tracking this. You are.	☐
2	Name one standard you won't drop. Not a goal — a floor. Example: "I reply to career-critical messages within one business day." Bad day? You still hit the floor.	☐
3	Read last month's pay stub once. Circle base pay, taxes, and any deductions you don't recognize. General education only — your situation is different.	☐
4	Draft one outcome sentence for your next review. Format: "I did X, which moved Y metric / saved Z hours / closed N deals." Numbers beat feelings.	☐
5	Send one useful cold note. Not "can I pick your brain." One specific observation + one clear ask under 5 sentences.	☐
6	Give AI the first draft; you make the call. Pick one real task (email, outline, summary). Prompt once, edit hard, ship.	☐
7	Pick next week's one focus. Write it in one line. Everything else is secondary. One move a day beats a perfect plan.	☐

How to use this

1. Print it, save it, or screenshot it.
2. Do Day 1 today — not "when things calm down."
3. Follow @toplevelmoves for one move a day.

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