

PLANNING · BEFORE YOU SAY YES

BROAD IDEA → ONE SHIPPABLE DELIVERABLE

Narrow a broad service idea down to one deliverable you could finish this week. One pass. About ten minutes.

RUN IT WHEN Before you say yes to your first real engagement, or when "I'll figure out scope as we go" starts to feel risky.	BRING Your broad offer idea, and a realistic weekly time budget.	LEAVE WITH One scope statement: what's in, what's out, and a real time estimate.
---	---	---

COPY THIS PROMPT

Help me scope one shippable deliverable, not a whole business.

MY BROAD OFFER: [what you think you're offering, rough is fine]
MY REAL WEEKLY TIME: [hours you can actually give this, not aspirational]
WHAT "DONE" COULD LOOK LIKE: [any concrete output you could imagine handing over]

Narrow this to ONE deliverable I could realistically finish in one week at my stated time budget. Give me:

1. What's included (be specific)
2. What's explicitly NOT included — name it
3. A realistic time estimate, and where it's most likely to run over
4. One thing I should say directly to set this boundary

RUN IT IN FOUR MOVES

1. Write your broad offer in one messy paragraph.
2. State your real weekly hours, not the wish.
3. Run the prompt.
4. Read the "not included" list first.

60-SECOND REVIEW

- It's small enough to finish in your time budget.
- The "not included" list is specific.
- You could say the boundary out loud.
- No regulated or high-stakes work involved.