Finish One Project in 7 Days

A workbook for anyone with more drafts than finished projects.



7 DAYS / 4 WORKSHEETS

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DAY 1 / 7

Write the last sentence first

Before you open another file, describe the moment you can stop working.

Make the first move

Choose the person who will use the result. Imagine handing it over. What would they hold in their hand or see on their screen? What could they do on their own? Put both details into one sentence.

Check your work

Cover the project name. Could someone read your sentence and check the outcome in two minutes? Turn “a good portfolio” into “a file with three examples that opens on a recruiter’s phone.”

If you get stuck

If you wrote “organize everything,” choose one situation and one reader. Put the other ideas on a separate page. Keep a test you can run without asking someone whether they like your work.

Maya’s project

Maya is gathering notes for the friend looking after her plants. Her sentence reads, “Ola can open one page and point to the pot she needs to check on Friday.” There is a clear moment when the test ends.

What will I hand over, and to whom?

What could that person do with it?

WORKSHEET 1 / 4

Your finish agreement

Fill this out before starting. Read the last sentence as if another person would use it to run the trial.

Example

"On Thursday I will give Ola a single-page PDF. She will open it on her phone and point to the pot to check on Friday. Repotting notes can wait."

Who will use it and in what situation?

What exactly will I deliver?

How will the reader check the outcome?

What am I choosing to leave for later?

When and how will I hand over this version?