

The FRA Sequence

One page. Fill it in tonight — run it tomorrow.



1 MY FIRST HOUR — protected, before the inbox

From _____ to _____ • My phone goes: _____

The one task that owns this hour: _____

Book it in your calendar as a meeting with yourself. There is never “time later”.

2 MY TWO REPLY WINDOWS — everything gets answered, twice a day

Window one: _____ • Window two: _____

The sentence for the three people who need to know: “I answer at _____ and at _____.”

3 MY PARKING LIST — everything that tries to jump the queue

.....

.....

.....

.....

It gets its turn in the admin block — not in your first hour.

4 MY FIVE-MINUTE SHUTDOWN — the day ends on purpose

- ☐ Tomorrow’s first hour has its task — one written line
- ☐ Open loops parked on the list — not in my head
- ☐ Said out loud: “Done for today.” — and meant it