BOOKCHOWK / THE THURSDAY COLLECTION

Finish One Project

A seven-session workbook from vague idea to useful handover

PRODUCTIVITY

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ORIGINAL EXERCISES / PRINTABLE PDF / OCTOBER 2026

START HERE

One useful result

This workbook is for a project that matters but keeps staying almost started or almost finished. Choose something small enough to complete without a large team: a supplier comparison, a portfolio page or a simple household plan. You will define an output, reduce scope, identify dependencies and create a finish test. The seven sessions are work sessions, not a promise that every project takes seven days. You do not need AI. Keep your existing work commitments and approvals in view. The examples are fictional and the method is a practical planning aid, not a guarantee of speed. Your companion file contains reusable text templates; the PDF includes printable decision pages.

How to use this mini workbook

Read one lesson, study the example and try the action. Use the question as a short reflection. Write in your own notebook, annotate the PDF or print only the worksheets you need. The companion gives you reusable text fields rather than repeating the whole book.

Find your way

03 1. Name an output someone can inspect

04 2. Write the finish test first

05 3. Make a now / later / outside list

06 4. Unblock the longest wait

07 5. Work in evidence-producing sessions

08 6. Ship, hand over and close

09-11 Reusable worksheets / 12 Edition and use

READ / APPLY / REFLECT

1. Name an output someone can inspect

A topic is not a project. "Improve the website" describes a direction; "publish a contact page with correct address and a tested enquiry link" describes an output. State who will use it and what they should be able to do. Keep the result within your authority. If another person must approve it, include approval as a dependency rather than assuming it will happen. A clear output reduces the temptation to keep researching without deciding. It also makes it possible to stop: when the defined result is present and checked, you can close this project and choose whether to start another.

WORKED EXAMPLE

Ravi changes "sort suppliers" to "compare three suitable printers on the same specification and send one recommendation to the owner".

TRY IT

Write one sentence: I will deliver [output] so [user] can [action].

YOUR NOTE

What physical or digital evidence will exist when you finish?

END OF FREE SAMPLE

Continue with the full workbook

This free sample contains the cover, introduction and first lesson. The complete edition has 12 pages and includes an editable companion file.

The full book includes six lessons with worked examples, practical actions, reflection questions and three reusable worksheets.

Full edition: INR 79 at www.bookchowk.com

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