



SMALL MOVES WORKSHOP

TURN A SMALL IDEA INTO A WORKABLE PLAN.



ORIGIN

Choose a real situation

Write a specific everyday task or decision. Describe when it happens and what makes it difficult.

Example: A crowded Monday schedule; too many tasks competing for one hour.

My own situation

Open with choice

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Lead the phase: Explain the purpose and the private option. Give the schedule without promising that everyone will finish.

Words you can use: "Choose a task you would like to make easier. Your notes belong to you. Sharing is optional."

Look for: People understand that passing is allowed and that an ordinary task is enough.

If the plan stalls: If someone starts a detailed personal account, thank them and invite a task they can work on privately.

An adjustment for my group

A crowded workday

Situation, facts and interpretation: Two meetings end at 11:30. Lunch starts at 12:00. A report has no opening paragraph. "The whole day is lost" is a prediction, not a description of those thirty minutes.

Action and finish line: At 11:35 at my desk, open the report and draft three opening sentences. Finish when three sentences are saved; polishing belongs to a later task.

Minimum version and obstacle: Write one opening sentence. If the meeting runs past 11:35, use the first ten minutes after lunch at the same desk.

Review: Tomorrow at 09:00, check whether the sentences were saved. If interruptions prevented them, choose a quieter interval rather than increasing the target.