



The Next Success

FIND AND CRUSH YOUR NEXT
GOALS

THE NEXT SUCCESS PRESENTS

THE WEEKLY CLARITY KIT

A 20-minute reset for work, family, and your next move.

A practical planning workbook for busy working adults.

FIND AND CRUSH YOUR NEXT GOALS

START HERE

Use capacity before ambition.

This is a decision-support tool, not a contract with your future self.

The goal is simple

Make the next few days easier to lead. Return to this kit once a week, or anytime your plan falls apart.

Three reset rules

01

Name real constraints before setting priorities.

02

Choose fewer outcomes than your optimism wants.

03

Use AI to organize your thinking, not replace your judgment.

I will use this kit

Day / time

Where

Privacy reminder: keep employer, client, family, health, financial, and operational details out of public AI tools.

Capacity Snapshot

Before you plan, look at the week you actually have.

This week is different because:

Fixed commitments I cannot move:

Time or energy I realistically have available:

What is pulling at my attention right now?

What can wait without becoming a crisis?

The 20-Minute Weekly Reset

The point is not to fill every hour. The point is to make one useful choice at a time.

0-3 MINUTES**Empty the mental inbox**

Everything pulling at me:

3-7 MINUTES**Mark the conditions**

What is fixed, urgent, or emotionally heavy?

7-12 MINUTES**Choose outcomes**

The three things that would make this week feel more directed:

12-16 MINUTES**Release, hand off, or reduce**

What can I delay, delegate, decline, or make smaller?

16-20 MINUTES**Define the next move**

The first physical action I will take, and when I will begin:

Three outcomes are enough.

One outcome for work. One for home. One for your next move.

WORK

Outcome that is enough this week:

Why it matters:

First 15-minute action:

FAMILY / HOME

Outcome that is enough this week:

Why it matters:

First 15-minute action:

CAREER / SIDE BUSINESS / FUTURE

Outcome that is enough this week:

Why it matters:

First 15-minute action:

If the week gets crowded, I will protect:

Next Move Map

Do not fill every hour. Protect the first move.

DAY	PROTECTED WINDOW	ONE FOCUS	FIRST PHYSICAL STEP	10-MINUTE BACKUP
MON				
TUE				
WED				
THU				
FRI				

A useful plan has room for real life. If you miss a window, choose the backup plan rather than declaring the whole week a loss.

Five-Minute Tuesday Rescue

When the plan falls apart, reset smaller.

Do not rebuild the whole week. Keep one work result, one home action, and one future-facing action alive.

What changed?

What no longer matters this week?

The one work result I still need:

The one home / family action that matters:

The one future-facing action I can keep:

My next available 10-minute window:

One message, reschedule, or boundary I need to make:

AI Chief-of-Staff Brief

AI is the aide. You are the principal.

Before using an AI tool, remove names, sensitive facts, customer information, financial details, health information, and internal data.

Copy or adapt this prompt

You are a planning aide, not the decision maker.

I am balancing these broad roles: [high-level roles only].

My available time and real constraints this week are: [constraints].

Here is my unorganized task list: [list].

Help me:

1. Group this list into work, home, and future-facing priorities.
2. Identify what can wait, shrink, or be delegated.
3. Suggest three realistic outcomes for the week.
4. Draft a simple first-action plan with no more than one priority per area.
5. Flag assumptions or missing information instead of inventing answers.

Do not tell me to add more hours. Do not make decisions for me.

Return a concise table.

Career Wins Log

Save the evidence before you forget it.

A private, de-identified record of work you handled, the capability it shows, and evidence worth retaining.

This week, I handled:

The action I took:

The impact or evidence I can describe without confidential details:

The capability this demonstrates:

A person, role, portfolio, resume, or future conversation this may support:

Proof I may want to save later:

This is your private record, not an employer report. Keep it factual and de-identified.

Friction Scan

Find the thing making the week harder than it needs to be.

Do not automate a problem you have not clearly named. Start with one repeat point of friction.

A repeating point of friction:

When it usually appears:

What it costs me in time, attention, or energy:

Can I remove it, reduce it, automate part of it, delegate it, or create a boundary?

This week's 15-minute experiment:

Friday Reflection

Close the loop before you start the next one.

What became easier this week?

What stayed difficult?

Which outcome mattered more than I expected?

What career evidence or lesson should I retain?

What will I release before next week?

My starting point for the next reset:

Keep the useful parts.

Clarity compounds when you return to the same few questions.

Next week, begin on Page 3.

You do not need a brand-new system. Start with the week you actually have, protect one useful action in each area, and adjust when conditions change.

Continue learning

- Use AI as Your Chief of Staff - without letting it run your life.
- The 20-Minute Weekly Reset for people whose plans fall apart by Tuesday.
- The 15-Minute Career Wins Log - turn your week into evidence.

Want deeper templates and examples?

Join The Next Success email list to hear when the expanded Next Move System is ready. No hype, no pressure - just practical tools for people with a full life.

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