FOCUS · FINISH STRONGLY

Outcome Definition System

Define exactly what "done" looks like before you start — as criteria you can answer yes or no.

The work _____

Owner _____ Date _____

WHAT YOU'RE MAKING
the piece of work you're about to start

WHAT "FINISHED" LOOSELY MEANS TODAY
the fuzzy first version — you'll sharpen it below

The definition of done — *for each: "how would someone prove this is true?"*

Done-criterion (a deliverable, condition, or completion check)	**Its test — how you'd prove it**	**Yes / no?**
1		☐ Y ☐ N
2		☐ Y ☐ N
3		☐ Y ☐ N
4		☐ Y ☐ N
5		☐ Y ☐ N

IF A LINE HAS NO YES/NO TEST, IT ISN'T DONE — IT'S A GOAL. Ban the vague words: ~~works well~~ · ~~high quality~~ · ~~complete~~ · ~~polished~~ · ~~customer-ready~~. Rewrite each into something testable, or cut it.

LOCK THE FINISH LINE

Agreed before work begins — with whoever you answer to (if any):

Locked on (date):

The work is finished only when every criterion answers "yes" — no sooner, and no moving the line later.

If you can't say what finished looks like, you can't finish — you can only stop.

Every criterion must be able to fail before it can pass · ask "how would someone prove this?" · ban the vague words · lock it before you start.

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