One-Card Cut

Quick guide

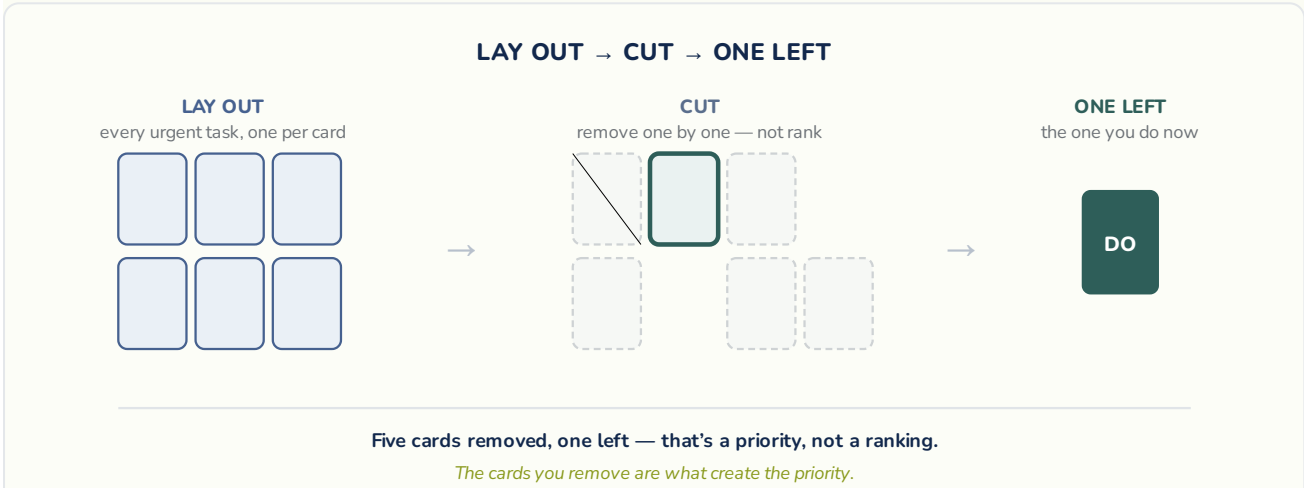
> **The one idea:** prioritisation becomes real only when something leaves the list. One-Card Cut makes you remove tasks instead of ranking them — because the cut, not the choice, is what creates a priority.

The cut — physically taking items off the list, not ordering them. Ranking leaves everything in play; cutting is what actually frees your attention for the one thing left.

· WHAT DO I DO?

What to do — lay out, cut down, do one

Write each competing thing on its own card. Then remove them one at a time — take them away, don't reorder them — until a single card is left. That one is what you do now.



The cut creates the priority. If you only rank the cards, everything stays in play and nothing gets your full attention. Removing the others is what makes the one real. You're not saying the other tasks don't matter — only that they don't matter until this one is finished.

· CUTTING VS SORTING

Bad › Better › Best

The difference between cutting and just sorting:

BAD

"They're all important — I'll do a bit of each."

Nothing leaves the list. Attention splits five ways and nothing finishes.

BETTER

"Here's my top three, in order."

Ranked, but all three still in play. You start the first and drift to the second.

BEST

"Five cards removed from the list. This one card is what I'm doing now."

The cut is made. One thing has your full focus; the rest are off your list.

· WHEN DOES IT HELP?

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Where it helps most

Decision paralysis	Can’t choose where to start — let the cut decide, then begin.
The overloaded morning	Six things demanding your attention at once — cut to the one that goes first.
Mid-day drift	You’re working on everything and finishing nothing — cut back to one.
A packed sprint	Too many “must-dos” — cut to the one that actually moves the project forward.

THE HABIT TO KEEP

The habit to keep

THE HABIT

“Keep one, cut the rest.”

When everything feels urgent, don’t rank it — cut it. Take items off until one remains, and start that one. The cards you removed are what kept your focus from splitting. You’re not abandoning the other work — you’re protecting this one until it’s finished.

Done a few times, this rewires the instinct: when the list overflows, you reach to remove, not to reorder. The cut is what turns a long list into a real priority.

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