

ENDLESS DRAFT

EST. IMPACT: 15–30 minutes
per week

WHAT'S HAPPENING

Endless Draft happens when work stays “almost ready” and never fully exits your hands. You rewrite the same email, keep a document open for “one more pass,” or hold a message because the timing is not perfect. The work feels active, but nothing is actually delivered, so the same item keeps pulling you back in.

THE FIX

Before you start, set a **stopping rule**. Define what “done” means for this specific task, then ship it the moment it meets that standard.

Use this three-line stopper:

- 1) Purpose: What is this for.
- 2) Audience: Who is it for.
- 3) Done: What does “good enough” look like.

Once those are clear, complete one solid pass and send it. If it truly needs improvement, let the next version be driven by feedback, not anticipation.

ADDITIONAL NOTES

- If you catch yourself reopening the same draft, choose one of these actions immediately: send it, schedule a time to finish it, or delete it if it no longer matters.
- If the message is internal, default to clarity over polish. Internal work usually rewards speed and decisiveness more than perfect wording.
- If you are hesitating because you want it to be “safer,” add one direct question instead of rewriting: “Can you confirm the owner and deadline?” “Does this meet what you need?” That closes uncertainty faster than more drafting.