# Finish a project without losing the thread

Choose the next meaningful milestone and know what completion looks like.

## Three steps

1. Define a concrete finish line
2. List blockers
3. Pick the next action that removes one blocker

## A worked example

| | |
|---|---|
| **Milestone** | Build shelf |
| **Definition of done** | Shelf safely installed |
| **Needed item** | Correct fittings |
| **Next action** | Measure wall |

**Measuring first prevents buying fittings before dimensions are known.**

Get qualified help for structural, electrical or unsafe work.

# Finish a project without losing the thread

Use one row per item or decision. Start with what you know.

| Milestone | Definition of done | Needed item | Next action |
|---|---|---|---|
| | | | |
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## My next action / when