HOW TO:
HALF-ASS IT
Set your expectations lower. Lower. LOWER!

It can be easy to get overwhelmed by multiple components of a large project, and perfectionists tend to want to do it all, well... perfectly.

But it's about time you learn how to cut corners when needed. Knowing how to separate the "must-have's" from the "nice-to-have's" is a fundamental prioritizing skill that will save ~future you~ many late nights and headaches.

Choose a task that's been overwhelming you, and let's figure out which parts are optional!

How it works:

1. **Write down** the name of your project/task

2. **In the left box,** write the bare minimum for this project (it could technically be finished with just these parts)

3. **In the right box,** write the other parts you'd really like to do in an ideal world, but they're not priority (you can always come back later if you have time)

PROJECT NAME: "The Anti-Planner" exercises

MUST-HAVES

What is *absolutely* necessary?
(Can't be considered "complete" without these parts)

Titles + subtitles

Intro text

How it works

What you'll need

Why it helps + tips

Blank templates

Spell-check

FINISH THE BARE MINIMUM

NICE-TO-HAVES

What can I add/fix later, if I have time?
(In an ideal world, I could make these perfect)

Examples

Custom illustrations

Different template sizes

Hand-lettered titles

Consistent design elements

Mildly motivating quotes

Pairing recommendations

DO IF YOU HAVE EXTRA TIME

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MUST-HAVES

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NICE-TO-HAVES

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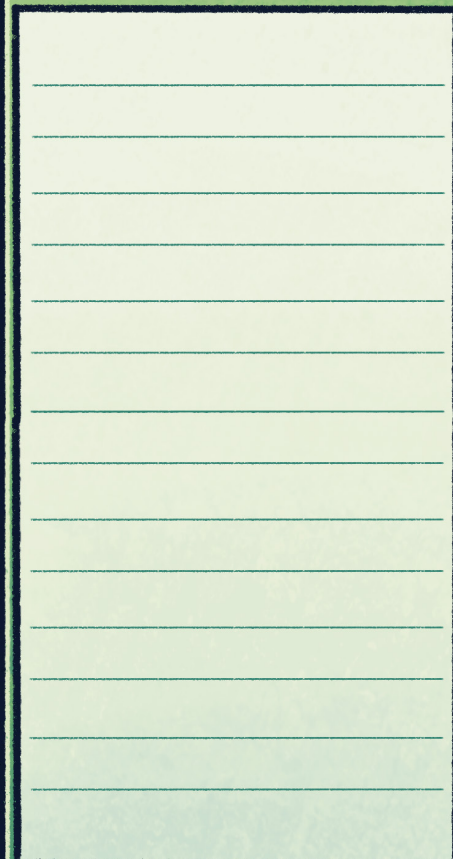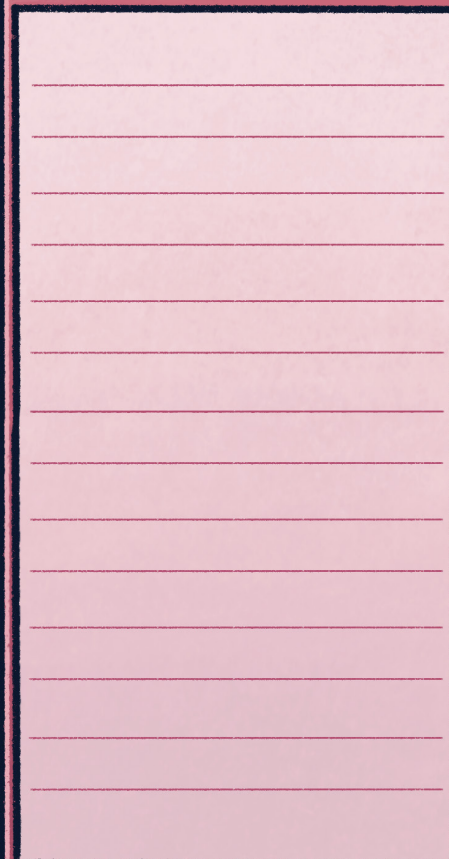*(In an ideal world, I could make these perfect)*

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*Don't stress yourself out trying to design
a big-ass spaceship if a bicycle will work just fine.*