THREADED

TETHER THREAD

project anchor

STAGES · FOR REFERENCE

- Idea
- Active
- Waiting
- Parked
- Stalled
- Complete

STAGE LOG *(DATE + STAGE EACH TIME)*

DATE	STAGE

DOMAIN

- [ ] Personal
- [ ] Professional
- [ ] Web / Tech
- [ ] Family
- [ ] Creative
- [ ] Other _____

PRIORITY · CIRCLE ONE

1 2 3 4 5

PEOPLE INVOLVED

DEADLINE / BY WHEN

PROJECT TITLE

DATE

PROJECT #

GOAL · WHAT IS THIS? *1-3 SENTENCES*

ALREADY DECIDED / ALREADY HAVE

STILL FIGURING OUT / OPEN QS

NOTES

AI · DIGITAL THREAD LOG

CROSS OUT OLD ENTRIES · ADD ROWS AS VERSIONS EVOLVE

VERSION / DATE	THREAD TITLE / TOPIC	OUTPUT CREATED (WORD / EXCEL / DOC / ETC)	WHAT WAS DECIDED OR PRODUCED	STILL OPEN? FOLLOW-UP NEEDED?

NEXT STEPS

01

02

03

04

05

06

07

RESOURCES · FILES · TOOLS

WHAT YOU ALREADY HAVE

TYPE	NAME / LOCATION	NOTE
File / Doc		
File / Doc		
Tool / Platform		
Reference		

STRAY THOUGHTS · IDEAS · LATER