PUT THE FOUR STEPS TO WORK

Your next-step agreement

Record what you and the buyer agreed. Mark unconfirmed details as pending. For later, agree a trigger and date; for no, record the answer and stop.

- [ ] We agreed whether to continue, reconnect later, or stop.
- [ ] Any next action has an owner and an agreed time.
- [ ] Obstacles and unconfirmed details are recorded.
- [ ] I separated what's agreed from what's still unknown.

01 Agree on the purpose

Buyer's problem + reason to continue, wait, or stop

Agreed outcome

Buyer's confirmation

02 Make the next move useful

Next action + each person's preparation

Owner(s)

Agreed date / time

03 Check what could get in the way

Obstacle + adjustment we agreed

Confirmed / pending

Who confirms / by when

04 Keep the agreement clear

Short recap to check with the buyer

Still unknown

My next task / due

Fill in digitally or print. Check each box when that part is ready.