READING QUEUE PRIORITY DESK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 List a book label and the reason you might read it next.

STEP 2 Use the review date for the next shortlist check and record its current state.

STEP 3 Compare your own criteria such as interest, format and available reading time before choosing.

STEP 4 Which fact or document still needs checking?

READING QUEUE PRIORITY DESK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

SHORTLIST REVIEW DATE	BOOK OR READING OPTION	PERSON RESPONSIBLE	QUEUE PROGRESS	READING PURPOSE, FORMAT AND NEXT DECISION

Outstanding question or record to confirm

READING QUEUE PRIORITY DESK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 List a book label and the reason you might read it next.

Concrete next action

Owner / due

ACTION 2 Use the review date for the next shortlist check and record its current state.

Concrete next action

Owner / due

ACTION 3 Compare your own criteria such as interest, format and available reading time before choosing.

Concrete next action

Owner / due

IMPORTANT CONTEXT

This desk does not check library availability, purchase books or recommend a reading speed. The shortlist reflects your own choices.

- [ ] Source checked
- [ ] Next action assigned