

Daily Work Checklist

A repeatable daily routine to plan, focus, and finish your workday well.

Start the Day

- ☐ Review your calendar and meetings for the day
- ☐ Check messages briefly without diving into replies
- ☐ Update your task list with anything new and urgent
- ☐ Tidy your workspace so it is ready for focus
 - A clear desk makes it easier to start.
- ☐ Set a short intention for what a good day looks like

Plan and Prioritize

- ☐ Pick your one to three most important tasks
- ☐ Estimate how long each priority task will take
- ☐ Schedule those tasks into specific time slots
- ☐ Move low-value tasks to a later or batched block
- ☐ Decide what you will say no to today
 - Protecting your time is part of planning it.

Protect Focus Blocks

- ☐ Block 60 to 90 minutes for your top task
- ☐ Silence notifications and close unrelated tabs
- ☐ Work on a single task until the block ends
- ☐ Take a short break between focus blocks
 - A few minutes away keeps your energy up.
- ☐ Note where you stopped so you can resume fast

Handle Communication

- ☐ Batch email and messages into set check-in times
- ☐ Reply to anything time-sensitive promptly
- ☐ Keep responses short and action-focused
- ☐ Flag or defer messages that need real work
- ☐ Update teammates on anything they're waiting for

Manage Energy and Breaks

- ☐ Step away from the screen for a real lunch break
- ☐ Move or stretch at least once midday
- ☐ Drink water and avoid working through fatigue
- ☐ Switch to lighter tasks during low-energy hours
 - Match easy work to your natural slumps.
- ☐ Pause before reacting to anything stressful

Wrap Up the Day

- ☐ Review what you finished against your top tasks
- ☐ Update task statuses and close completed items
- ☐ Capture loose ends and unfinished work

☐ Choose tomorrow's top one to three priorities

☐ Clear your desk and inbox to a calm state

Ending tidy makes tomorrow's start easier.

☐ Log off and step away to recharge