

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