

Daily Checklist

Every morning before working on ANYTHING spend 5 minutes running through these 5 questions

1. What's in my calendar today and are there any deadlines looming in the next 3-5 days
2. Big rocks - What would a good day of actions look like today and what are the 1, 2 or 3 'big rocks' that need some focus or mental heavy lifting
3. Out of those tasks which is the one I am most likely to **not** want to do. Once that's decided move it to number 1 on the list
4. Out of those tasks which requires the most intense concentration of my proactive attention. Use this to shape the schedule of your day
5. Are any of the things I've chosen time, people or resource dependant. Is there a necessity for **when** they get done