

My Daily Checklist

Morning inspiration

Today I am starting my work at _____ am/pm.

I will not go to any meeting or check emails before _____ am/pm

Before I communicate with anyone, I need to do:

- 1.
- 2.
- 3.

Breaks from work scheduled for _____, _____, and _____ am/pm.

My non-negotiable rituals for today are:

- 1.
- 2.
- 3.

Today I finish my work at _____ am/pm. And I mean FINISH.