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Daily List

Take five minutes to set priorities for the day. Separate your “big rocks”—the essential things that will make today successful—from other action items. Fill this out in alignment with your [Weekly-Plus List](#).

Today’s “Big Rocks” (Priorities)

Big Rocks

Even if I do nothing else today, I will be successful if I _____.

Break Them Down

What actions can you take today?

- | | |
|--|--|
| 1. Confirm guest speaker for All-Staff Retreat | <ul style="list-style-type: none">• Draft scope of work for contract• Compile a list of 3-5 possible candidates• Add discussion item to check-in agenda with manager to align on top picks |
| 2. | |
| 3. | |

Other Action Items

- 1.
- 2.
- 3.

Two-Minute Tasks

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-
-

Waiting for

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-
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