Daily List

Take five minutes to set priorities. Separate your “big rocks”—the essential things that will make today successful—from other action items. Use your [Weekly-Plus List](https://www.managementcenter.org/resources/weekly-plus-list-sample/) for reminders (or make it a holding place for future to-do’s).

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| **Today’s “Big Rocks” (Priorities)** |
| 1. *Example: Confirm guest speaker for All-Staff Retreat; define rate and scope of work for contract*
2.
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| **Two-Minute Tasks** | **Other Action Items** |
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| **Waiting for** |
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