

Daily Wrap-Up (OR Daily Start-Up) List - 15 Saves 60

Do not attempt to do this at the very end of your business day! Schedule it for an hour or two before your business day ends (or very early before your day starts) to ensure you are able to get it done before the end of the day. Use your Outlook or Google calendar to confirm/update/revise your schedule.

REVIEWS THESE DAILY, AND ON MONDAYS AND FRIDAYS FOR THE COMING WEEK

1. What am I not going to have finished today that needs to be prioritized for tomorrow?
2. Which Appointments/Follow-Ups/**Reminders** should be Dismissed? Deleted? Rescheduled?
3. What are the top 3-5 things I must get done tomorrow to be successful?
4. What's already on the agenda for tomorrow? What do I need to have prepared for tomorrow?
5. Have I allocated sufficient "Preparation" and "Catch Up" Time on my calendar for tomorrow?
6. Have all the Meeting Requests I have sent for tomorrow been accepted?
7. Have I accepted all the Meeting Requests sent to me? Or "Declined" and replied to the ones I haven't?
8. Am I double booked at any time tomorrow? What do I need to reschedule/address with meeting organizer?
9. Have I allocated TRAVEL TIME for future meetings when I will be driving or flying?
10. What else do I need to BLOCK time for tomorrow, the rest of this week, and the next week to ensure completion of what needs to be done?
11. Check your iPhone Calendar Inbox (if using the native Calendar app)

GRAB EVERYTHING ELSE - SO YOU MISS NOTHING

1. Review your "Waiting for Answer" Folder
2. Consolidate any open items (check Note/Actionable information locations) to one list. Possible locations include, but are not limited to:

• OneNote Notes	• Outlook Notes
• Paper Notes	• Post-It Notes
• Emails	• Text Messages
• Voice Mails	• Pending/Waiting for Response Folder(s)

3. Move Time-Sensitive/Time-Specific/Actionable Items to your calendar
4. Move the rest to your "TO-DO/TASK/ACTION LIST" list(s) (see below)

CREATING A TO-DO/TASK/ACTION LIST

1. We recommend Microsoft To-Do and/or Outlook Tasks or Google Tasks and/or ClickUp.
2. Schedule time to "Batch" address your Action List.

DON'T OVERWHELM YOURSELF; HAVE A SEPARATE "STRATEGIC" LIST AND LIST(S) FOR INDIVIDUAL PROJECTS

Example: "Do you have anything that needs to be done but not is urgent?"

1. If yes, add to your "Strategic"" List and schedule time by individual Strategic Actions
2. Another list(s) for projects