Date __/__/___ Daily Activity Sheet Today's goal Clear your mind High value actions

Today's goal Clear your mind Define in a single sentence what will make this day a successful one Priority Plan actions which allow others to proceed on their personal Commitments; Clear your desk and mind from incoming queries. Finish Undone tasks which are holding you back. Examples: Send a document, reply "yes" or "no," comment on a Email, answer a simple question, call back to someone. Check when done OHigh value actions Plan the main activities for the day, complete projects and move on significant milestones commitments which have high value for your carrier or obligation on your role at your company.	Daily Activity	Sheet	Date//
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on significant milestones commitments which have high value	High value actions		
on significant milestones commitments which have high value	0		
	0	on significant milestones commitments	which have high value
Examples: Complete user stories breakdown, complete acceptance criteria, write an MRD, sketch a brief, create a presentation or a spreadsheet, prepare a client proposal document, finish a design UX, Plan a project, write a query or develop a component.	0 0 0	acceptance criteria, write an MRD, sk presentation or a spreadsheet, prepa document, finish a design UX, Plan a pr	xetch a brief, create a are a client proposal coject, write a query or
Each task takes between 30-90 minutes	0	Each task takes between 30-	·90 minutes
	0		
Minor actions, in-between meetings to dos or any other job to be performed when you don't have the brain power for an essential goal-related task.	0 0 0	performed when you don't have the brain	
Examples: Sort out a document folder, review a short report, copy files, delete unused files, back up, exchange greetings, check up on current happenings in the world.	Brainless	copy files, delete unused files, back up,	exchange greetings,
	0		