Daily Activity Sheet

Date __/__/___

Today's goal

Clear your mind

High value actions

Brainless

Daily Activity Sheet

Date __/__/____

Today's goal

Define in a single sentence what will make this day a successful one

Clear your mind

Priority

Project name

Check when done

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 an Email, answer a simple question, call back to someone.

each action takes between 2-7 minutes

High 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.

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.

Each task takes between 30-90 minutes

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.

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.

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