



Daily Planning Checklist

Before you launch into work, start your day with up to 30 minutes of **focused, uninterrupted planning time.**

1. Review your calendar for the day to determine your **free space** for the day (i.e., your open, unscheduled time as of that morning; from 9:45 to 1:30 in the example to the right)
2. Block in Communications and Admin Meeting time
3. Review your written Task List
4. Select the most important 1 to 3 items from your To-do list to tackle in the day's open time
5. Determine the scope of each item, and realistically project how much time you will devote to each
6. Schedule blocks of time for each item and enter those blocks in your calendar; use accurate descriptions
7. Scan the rest of the week and the following week for calendared commitments
8. Determine and execute any adjustments that need to be made to your calendar for the current and following week given your already-scheduled commitments

Also, check to see whether:

- staff will be at full strength and adjust your daily plan accordingly
- there is any pre-emptive communication with clients, staff or colleagues you should initiate given your objectives for the day
- you have any vacation or personal time coming up for which need to plan accordingly

