

Six Important Things

Daily Checklist

One

Create your evaluation statement.

What is your immediate goal? For instance, is it increasing your unit size or reaching the Circle of Achievement?

Two

Splatter List and What can be Delegated?

List every item that needs to be done, and who you can have complete it. Just writing it down can be liberating.

and

What needs to be done?

Delegate to?

Three

What needs to be done?	Delegate to?

Four

Evaluate your Splatter List.

Evaluate the remaining items according to your evaluation statement. If it doesn't bring you closer to your goal, then leave it on the list to do later when you have time.

Fives

The Most Important things you need to do personally today.

Write down the most important items that need to be done by you personally today. Be precise. For instance, if you need to file papers on your desk, then file the papers on your desk. Don't spend additional time organizing your files while you're at it.

Task:

Task Details:

Task:	Task Details:

Six

Review your personal list.

Review your list the following morning to make certain you've chosen the appropriate items for that day. Then tackle that list!

