



Daily Productivity Checklist™

The future isn't something you wait for. It's something you build.

DATE: _____

TODAY'S INTENTION: _____

1 | Morning Setup

- ☐ Review today's calendar and commitments.
- ☐ Choose a clear intention for the day.
- ☐ Clear the workspace and remove obvious distractions.
- ☐ Open only the tools and documents needed to begin.

2 | Top Priorities

If only three things move forward today, make them these:

- 1 _____
- 2 _____
- 3 _____

3 | Today's Tasks

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

4 | Communication

- ☐ Check messages at planned times rather than continuously.
- ☐ Reply, delegate, schedule or archive each important message.
- ☐ Send any update another person needs to keep moving.

5 | Focus Habits

- ☐ Work on one priority at a time.
- ☐ Use a protected focus block with notifications silenced.
- ☐ Capture new ideas instead of switching tasks.
- ☐ Before changing tasks, record the next action.

6 | Breaks & Wellbeing

- ☐ Take a short screen break and move regularly.
- ☐ Drink water and eat something that supports steady energy.
- ☐ Pause for a few slow breaths when pressure rises.
- ☐ Protect a realistic finish time.

7 | End-of-Day Review

- ☐ Mark completed tasks and reschedule unfinished work deliberately.
- ☐ Record today's biggest win.
- ☐ Note one lesson, obstacle or useful insight.
- ☐ Close open files and tidy the workspace.

TODAY'S BIGGEST WIN

8 | Tomorrow's Preparation

- ☐ Review tomorrow's calendar.
- ☐ Choose tomorrow's first priority.
- ☐ Prepare the file, note or material needed to start quickly.

9 | Builder Tip

BUILD FOR MOMENTUM, NOT PERFECTION.

A productive day is not a day when everything gets done. It is a day when the work that matters moves forward — with enough energy left to build again tomorrow.

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