

DAILY STARTUP SEQUENCE TEMPLATE

REMINDERS TO MYSELF:

Key success principles I want to remember

Mindsets I want to adopt

GATHER TASKS FROM INBOXES:

Email _____

Asana _____

Slack _____

Paper inbox _____

Phone messages _____

PRIORITIZE TASKS:

Reserve time for routine tasks _____

Reserve time for top progress goal _____

Sort all other tasks by priority _____

Decide what personal, social, or health activity I will do after work _____

*Pause to remember your big reason for working hard and fast. **Now Start!** Use the focus-guide below to guide you.*

IS THERE A FOCUS-BLOCK ACTIVITY OR APPOINTMENT SCHEDULED FOR THIS HOUR?



- Turn off distractions and do it!
- (optional) Set a countdown timer



- Review prioritized to-do list and go from the top
- (optional) Use Pomodoro Method