









Daily Drills





Communications Check-in (5 min/hr)

-  Check Communication Channels
-  **For Each Message:** Is a Quick Response Possible?
 -  **Yes:** Compose & Send a Response
 -  **No:** Confirm Receipt, Commit, & Create a Follow-up Task

Daily Startup

-  Extended Communications Check-in
-  Review Task Pool & Check Calendar
-  Set Top 1–3 Priorities for the Day
-  Add Priority Tasks to Teamwork & Calendar

Daily Close-out

-  Extended Communications Check-in
-  Log Time & Task Progress in Teamwork
-  Review Priorities for the Week
-  Manage Task Pool & Teamwork Tasks

