










# 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
-  Share Daily Status w/ Team
-  Add Priority Tasks to Calendar

## Daily Close-out

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

