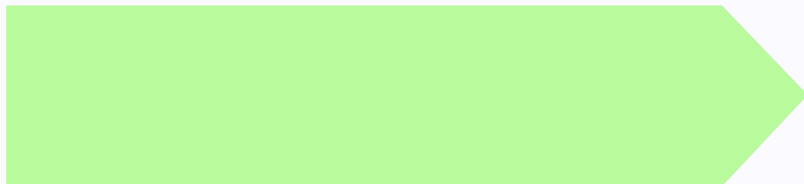




# The 5-Minute Daily Planning Method

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# Why Daily Planning Matters

As an introverted engineering leader, your **time and mental energy are precious**. Without a simple system in place, you can easily spend your day reacting to unexpected requests, endless meetings, and scattered priorities—leading to stress and exhaustion.

# Why is daily planning essential for introverted leaders?

- **It reduces decision fatigue**—you don't have to figure out your priorities on the fly.
- **It provides a sense of control**—instead of reacting all day, you proactively choose what to focus on.
- **It helps protect deep work time**—you can ensure your schedule includes uninterrupted blocks for strategic thinking.
- **It minimizes overwhelm**—by focusing on a few key tasks rather than an endless to-do list.

This 5-minute method is designed to help you stay on track, maintain clarity, and reduce stress, so you can lead effectively without draining your energy.

# The 5-Minute Daily Planning Method: Step 1

## Step 1: Identify Your Top 3 Priorities (1 min)

- Ask yourself: “If I only accomplish three things today, what should they be?”
- Prioritize based on impact, urgency, and alignment with your goals.
- Keep it realistic—don’t overload your day with too many tasks.

### ✓ Example:

1. Review system performance metrics and plan capacity improvements
2. Conduct technical design review with junior developer
3. Spend one hour on deep work (e.g., writing a technical document).

# The 5-Minute Daily Planning Method: Step 2

## Step 2: Schedule Focus Blocks (2 min)

- Look at your calendar and block time for your top 3 priorities.
- Set aside at least one deep work session where you can work distraction-free.
- If meetings take up most of your day, find small pockets of time to make progress on high-impact tasks.

### ✓ Example:

1. 9:00 – 10:00 AM: Review system performance metrics and plan capacity improvements
2. 1:00 – 1:30 PM: Technical design review with junior developer
3. 3:00 – 4:00 PM: Deep work (writing technical document)

# The 5-Minute Daily Planning Method: Step 3

## Step 3: Preempt Roadblocks & Adjust (2 min)

- **Identify potential distractions or challenges**—what could derail your plan?
- **Make quick adjustments**—if you see a packed schedule, can you shift or delegate something?
- **Set a simple intention for the day**—remind yourself what success looks like.

### ✓ Example:

- “I have back-to-back meetings this morning—I’ll check messages at noon instead of reacting in real time.”
- “I’ll close Slack for 90 minutes during my deep work session to avoid distractions.”
- “Success today means completing my 3 priorities, not responding to every email instantly.”



# Quick Priority Framework:

Balance your daily priorities across these areas:

- **Technical Excellence:** Hands-on technical work, code reviews, architecture decisions, system monitoring
- **Team Development:** Mentoring, unblocking others, knowledge sharing
- **Stakeholder Management:** Communication, expectation setting, relationship building
- **Strategic Work:** Documentation, process improvement, capacity planning



# Final Thoughts & Next Steps

As an introverted engineering leader, having a simple daily plan means:

- ✓ **Less mental overload**—you focus on what truly matters instead of feeling scattered.
- ✓ **More control over your energy**—you're proactive, not reactive.
- ✓ **Better work-life balance**—you make intentional progress without overworking.

**Start small**—try this method tomorrow morning and see how it improves your focus. You don't need a complicated system—just 5 minutes each day can transform how you work.

**Now it's your turn!** What are your top 3 priorities for today? Block out time, anticipate roadblocks, and set yourself up for success!