



Daily & Project Structuring Checklist

This checklist is designed to help you structure your day and projects effectively. Use it daily to track your tasks, prioritize, and celebrate small wins. Remember, you have ownership over your work, and every small step counts toward your success.

High Priority Tasks

These are the tasks that need your immediate attention and should be completed today. Focus on these first to make significant progress.

- Task 1: _____

- Task 2: _____

- Task 3: _____

Low Priority Tasks

These tasks are less urgent but still important. Complete them after high-priority tasks if you have time today, or schedule them for later.

- Task 1: _____

- Task 2: _____

- Task 3: _____

Decisions Needed from Others

List the tasks that are pending decisions or input from others. Follow up if necessary to keep your work moving forward.

- Decision 1: _____

- Decision 2: _____

- Decision 3: _____

Long-Term Projects

These are projects with longer timelines. Break them down into smaller, actionable steps and track your progress here.

- Project 1: _____ - Next Step: _____

- Project 2: _____ - Next Step: _____

- Project 3: _____ - Next Step: _____

Celebrate Your Small Wins

Recognize and reward yourself for the small wins throughout your day. List at least one thing you accomplished today, no matter how small.

- Win 1: _____

- Win 2: _____

- Win 3: _____

Look Ahead

Use this section to plan for future projects. Identify upcoming tasks or milestones that you need to prepare for and list them here.

- Future Task 1: _____

- Future Task 2: _____

- Future Task 3: _____

Self-Evaluation: Rate Your Productivity

At the end of your day, take a moment to evaluate your productivity. How well did you manage your time and tasks? Rate yourself from 1 to 5, with 1 being not productive and 5 being highly productive.

My Productivity Today: _____ (1-5)