

TIME AND TASK MANAGEMENT

- Priorities for today and this week are confirmed.
- My urgent to-do list is completed.
- Items that can be moved to tomorrow have been confirmed.
- I have reviewed my inbox and know I can focus on my priorities.
- I have taken screen-breaks to ensure I can focus properly.
- I have set time aside in case an urgent matter arises.
- I have checked-in with my team and know what they need from me.



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