Leader Standard Work

Monthly Commitments							
			1	2	3	4	5
	Follow-Up / Waiting	On / Esca	lated	l Iter	ns		
	ltem	Owne	r		D	ue	
	Leg	end					
	Task						
	Task Started						
	Task Delegated						
	Task Cancelled						
	Task Finished						

Daily Commit					_	
	М	Т	W	Th	F	W
Weekly Re	/iew					
					1	2
Capture						
Get things out of your head onto pa	per					
Collect stray notes laying around						
Process notes into right place(s)						
Reflect on Last Week						
Did I get everything done? If not, why not?						
Review Calendar						
What commitments do I have?						
What preparation do I need to do?						
How much (sensibly) can I do in a da	ay?					
Allocate things from Monthly goals,	tasks.					
Make sure there's a balance in key a	reas.					
Review Goals/Projects						
Review events in the next four weel	κs.					
Ensure goals have a clear next actio	n poir	nt.				
Edit out impossible goals/projects/t	hings.					

Dates:	
Focus:	
Habit:	

Habit:			
	To-Accomplish		
-			
-			

Research Proposal Dev	elopment &	Submission
P re-System E ntered	A pproved	S pecialist
PI	Status	Due Date
	PEAS	
Good Things 1	That Happen	ed
Not-To	-Do List	
Personal To	-Accomplish	

Projects On Base			
Project On Deck			
Duningto In the Dauling Lat			
Projects In the Parking Lot			
Professional Development Goals			

Space of Infinite Possibility		