

Leader Standard Work

Dates:

Focus:

Habit:

Monthly Commitments						
		1	2	3	4	5
Follow-Up / Waiting On / Escalated Items						
Item		Owner		Due		
Legend						
	Task					
	Task Started					
	Task Delegated					
	Task Cancelled					
	Task Finished					

Daily Commitments						
	M	T	W	Th	F	S
Weekly Review						
					1	2
Capture						
Get things out of your head onto paper						
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 day?						
Allocate things from Monthly goals/tasks.						
Make sure there's a balance in key areas.						
Review Goals/Projects						
Review events in the next four weeks.						
Ensure goals have a clear next action point.						
Edit out impossible goals/projects/things.						
Add any new goals/projects.						

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