Leader Standard Work

Monthly Commitments							
			1	2	3	4	5
Follow-Up / Waiting On / Escalated Items							
	ltem	Owne	r		D	ue	
Legend							
	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 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 actio	n poir	nt.				
Edit out impossible goals/projects/t	hings.					

Dates:	
Focus:	
Habit:	

	Habit:				
	To-Accomplish				
-					
-					

lanuany	May	September
January	May	September
February	June	October
March	July	November
April	August	December