



Daily Meeting Mantra

- **What is this?**
- **Who needs it?**
- **When is it due?**
- **What request can I make regarding this and of whom?**

Daily Meeting Checklist

A handy agenda for your daily meeting.
Let the transformation begin!

Good Morning

Items For Your Signature

- POs Timesheets

Items To Act On

- Subfinder Report
 Mail
 Emails
- Discuss
 - Priority
 - Print
 - Identify Tasks
- Other Paperwork

Accountability Log

- Items Completed (for removal)
 Any items to add

Calendar

- Review of all items
 Any corrections?
 Non-neg. vs. Flexibility
 TASKS
- Become a task?
 - Calendar item?
- Collect yesterday's calendar

Review of HOLD

Collect Paper

- Impeccable office