



# Daily Meeting Mantra

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- **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

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**Items To Act On**



**Accountability Log**



**Calendar**



**Review of HOLD**



**Collect Paper**

