



# Staying on top of things

## Before the end of the day checklist

- Review your calendar for tomorrow's meetings that you are leading.
  - Has everyone confirmed?
  - Did you send out all the materials?
  - You are available (quiet room, schedule clear)
  - Your schedule is blocked before and after for follow up.
  
- Review Task Management Software to confirm all action items are complete or updated.
  - Change due dates and add a note if needed
  - Follow-up on tasks that weren't completed
- Review Task Management Software for the remainder of the week for upcoming due dates.
  - Block your calendar for times to work on action items such as content creation
  
- Review personal schedules for all self-care and personal needs.
  - Block off time for travel, being present for those at home (even delivery/service times)
  
- Final review of email for URGENT items
- Final review of slack for URGENT items
- Charge your computer
- Charge your headphones
- Clean your workspace