

# Daily Big 3™

WEEKS LEFT  
IN QUARTER:

13 12 11 10 9 8 7 6 5 4 3 2 1

**DAILY BIG 3** List your three most important tasks.

1	Prepare for Team Huddle Meeting
2	Record bonus episode for podcast
3	Review slides for Achieve Conference and give input

## OTHER TASKS

4	Share compilation idea with Chad
6	Ask Justin to look at emp engagement program from SC
8	Order Leap book
5	EMT SVOTS faculty
7	Program Intervals for X3

✓ = DONE / = WAITING FOR ○ = DELEGATE

→ = DEFER X = DELETE

✓ MORNING RITUAL

✓ WORKDAY STARTUP RITUAL

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11

12

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8

Weekly Huddle

OOO Jim

Content Team Mtg

OOO Megan

Ilene (Zoom

John (Zoom)

○ WORKDAY SHUTDOWN RITUAL

○ EVENING RITUAL