

Focused Daily Workflow Checklist

Date:

ðŸ“Œ Top Priorities

- ☐ Priority task 1
- ☐ Priority task 2
- ☐ Priority task 3

âœ… General Tasks

- ☐ Task 1
- ☐ Task 2
- ☐ Task 3
- ☐ Task 4
- ☐ Task 5

ðŸ““ Notes