



Staying on top of things

Starting your day

- Make a list of your personal priorities
- Set reminders on your personal calendar for your start and stop times (family responsibilities, personal appointments etc.)
- Check your equipment to make sure it is charged and you have everything you need (headphones, computer, phone and a closed door)

- Start your time tracking software
- Open email and check for URGENT action items
- Log into Slack and check for URGENT action items
- Review your calendar for today's meetings that you are responsible for
 - Are there any changes to attendees?
 - Check email and project management for any last-minute changes

- Review Task Management Software to establish priorities for the day.
- Make a list of questions that need to be answered by team lead to move forward for today
- Refresh that coffee and crush this day!