# DAILY AGENDA

DAY _____

DATE _____

| MY PRIORITIES | PRIORITIES & ACCOUNTABILITY |
|---|---|
| 1 | |
| 2 | |
| 3 | |

| APPOINTMENTS | |
|---|---|
| 8am | |
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| 8:30am | |
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| 9am | |
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| 12pm | |
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| 1pm | |
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| 2pm | |
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| 2:30pm | |
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| 3pm | |
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| 3:30pm | |
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| 4pm | |
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| 4:30pm | |
| | |
| 5pm | |

## LEADERSHIP FOCUSES

**TEAM PRIORITIES (Delegation - Who & When)** — DELEGATION

**FOLLOW UPS / CONVERSATIONS / DISCUSSIONS/ Etc.**

**OBSERVATIONS & INSIGHTS**

**COACHING & ACCOUNTABILITY FOCUSES**

**CELEBRATIONS / SUCCESSES**

— COMMUNICATION

| WHAT COULD I HAVE DONE BETTER? | WHAT DID I LEARN FROM TODAY? | ACCOUNTABILITY |
|---|---|---|
| | | |