

Daily Check List



TASK LIST

- Task 1:
- Task 2:
- Task 3:
- Additional Tasks:

DAILY GOALS

- Short Term Goal:
- Long Term Goal:
- Main Tasks (Top 3 Priorities)
 - 1.
 - 2.
 - 3.

POMODORO SESSIONS

- Session 1 (25 mins work, 5 mins break)
- Session 2 (25 mins work, 5 mins break)
- Session 3 (25 mins work, 5 mins break)
- Session 4 (25 mins work, 15 -30 mins break)

BREAKS

- Morning Break:
- Lunch Break:
- Afternoon Break:
- Evening Break:

REFLECTION

- What went well today?
- What could have been improved?
- Adjustments for tomorrow:

NOTES

- Important Reminders:
- Ideas and Thoughts:

