



Job Aid 1

Daily Workday Planning

Helps you plan your day around commitments and outcomes, not just tasks.

Daily Commitments

- Client deliverables due today:
- Meetings or check-ins:
- Deadlines that cannot move:

Top Outcomes (1-3)

- Outcome 1:
- Outcome 2:
- Outcome 3:

Supporting Tasks

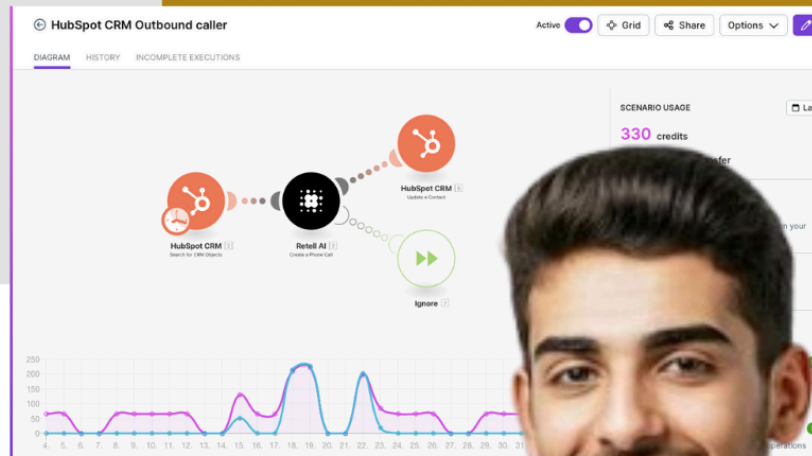
- Task list that supports the outcomes above:

Risks & Distractions

- Known interruptions today:
- How I will handle them:

End-of-Day Review

- What was completed:
- What needs follow-up tomorrow:
- One adjustment to improve tomorrow:



Key Reminder

Certification replaces uncertainty with consistency.

