



Checklist 16 - Review Your Day

Project Name: _____

Date: _____

Yes No

Reviewing your daily progress is an essential part of being productive. It gives you an insight into how well you're doing on a daily basis and what needs to be fixed in order to become more productive. Suppose that you have made to-do lists for your daily tasks, and you've completed all these tasks, but you want to review your day and don't know how to? Well, read the following steps and follow these:

Take Out Your Notes:

- 1 The very first thing you have to do is to take out your notes on which you have written your daily activities.
- 2 Have a look at all the tasks that you've completed and those which are left.
- 3 Ask yourself questions about these tasks like were these important? Or can you free up more time for yourself by excluding some tasks?
- 4 You'll detect your productivity level very easily by this quick review from your notepad.

Planning

- 5 Take out a few minutes at the end of the day and start planning for the next day.

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6 After having a look at your previous list, decide which tasks need to be accommodated in the list for the next day.

7 Mention all the tasks that you want to do the upcoming day and remember to mention only the most important tasks.

8 Now give each task a time frame and complete it in the assigned time. This way, every night while writing the list for the next day, you'll be able to review your day activity and the areas where you're lacking.

Do These Quickly:

9 Now you have your list in front of you, so start doing the tasks written on it in order.

10 Your productivity will depend on your action, so be fast and act wisely. These actions will give you a review of your activities by the end of the day.

Find The Lackings:

11 Now, by the end of the day, sit down and review your day by looking at the areas of your weakness.

12 Identify your perfect spot for work because if you are not comfortable doing your tasks, your productivity can be low.

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13 Have a look at your distractions and the place where you work, like your desk. If they are the reason for your low productivity, remove them.

14 Try to take a break or vacation from your work and review your performance after it. This will prove to you that taking breaks is required for better functioning, and you'll add breaks in your schedule then.

Be Mindful:

15 Another important thing to do while reviewing your day is to be mindful.

16 Ask yourself questions like what lead you to avoid a task or what were the factors that hindered your way to productivity.

17 Point out the tasks that make you stressed and depressed and do something about them.

18 And lastly, change the way you react to various situations like many tasks that come all of a sudden, and you have to finish them on time. Review such tasks and do them in an organized way instead of freaking out.

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