Remote Morning Launch

Create focus, set clear goals, and ensure your efforts are visible.

1 - Mindset Check.

What went well yesterday? What am I grateful for?

How am I entering the day today?

2 - Today's Top Outcome.

What ONE meaningful result moves my work forward:

Why does it matter? Whom does it impact?

3 - Visibility Signal.

Choose one small action to make your progress visible today.

- [ ] Update manager with a brief email summary
- [ ] Post Progress in a team chat
- [ ] Share Next Step
- [ ] Flag Risk Early (obstacle, customer problem, late or missing dependency, etc)

4 - Priority Map.

These activities support the top outcome or reflect other responsibilities, but do not derail your top outcome.

Must Do (1-3):

Nice to Do (1-2):

5 - Protected Work Block: From _____ to _____

6 - End of Day Preview.

If I end today with this done, I'll know I made meaningful progress:

Small intentional starts create big outcomes.

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