



# Daily Meeting Mantra

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- What is this?
- Who needs it?
- When is it due?
- What request can I make regarding this and of whom?

the  
break **through**  
coach

Creating Accomplished, Energized, Inspired School Leaders

# Daily Meeting Checklist

A handy agenda for your daily meeting.  
Let the transformation begin!

## Good Morning

## Items For Your Signature

POs  Timesheets

## Items To Act On

Subfinder Report

Mail

Emails

• Discuss

• Priority

• Print

• Identify Tasks

Other Paperwork

## Accountability Log

Items Completed (for removal)

Any items to add

## Calendar

Review of all items

Any corrections?

Non-neg. vs. Flexibility

TASKS

• Become a task?

• Calendar item?

Collect yesterday's calendar

## Review of HOLD

## Collect Paper

Impeccable office