

DAILY REMOTE TASK MANAGER

Date: _____

CORE TASKS & DELIVERABLES

DEEP WORK SESSION

Focus Objective:

TOP 3 PRIORITIES

- 1.
- 2.
- 3.

SCHEDULE

08:00

10:00

12:00

14:00

16:00

CALLS & SYNCs

MEETING NOTES & FOLLOW-UPS