

Manage Your Day-to-Day: Build Your Routine, Find Your Focus, and Sharpen Your Creative Mind

by Jocelyn K. Gleib

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

☐ ⁰¹ **Block maker time first** ☐ ☐ ☐ ☐ ☐ ☐ ☐

Put one uninterrupted creative block on the calendar before meetings and messages.

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☐ ⁰² **Create a start ritual** ☐ ☐ ☐ ☐ ☐ ☐ ☐

Use the same opening sequence for your key work until beginning feels automatic.

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☐ ⁰³ **Batch communication** ☐ ☐ ☐ ☐ ☐ ☐ ☐

Check messages in windows instead of letting them interrupt every transition.

MON TUE WED THU FRI SAT SUN

☐ ⁰⁴ **Define the daily deliverable** ☐ ☐ ☐ ☐ ☐ ☐ ☐

Name the smallest visible output that would make today count.

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☐ ⁰⁵ **Limit inputs before output** ☐ ☐ ☐ ☐ ☐ ☐ ☐

Do not consume articles, feeds, or podcasts before the main creative block.

MON TUE WED THU FRI SAT SUN

☐ ⁰⁶ **Make meetings earn space** ☐ ☐ ☐ ☐ ☐ ☐ ☐

Require a purpose, decision, and owner before accepting a meeting.

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☐ ⁰⁷ **Set a shutdown cue** ☐ ☐ ☐ ☐ ☐ ☐ ☐

End the workday by choosing tomorrow's first creative task.