

Scrum

by Jeff Sutherland

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 **Write a one-sentence sprint goal**

Before choosing tasks, state the outcome the sprint must make true. Use it to reject attractive work that does not serve the goal.

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⁰² **Cap work in progress visibly**

Put active work where everyone can see it and set a hard limit. When the limit is full, swarm before starting something new.

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⁰³ **Turn one unknown into a spike**

If a backlog item contains fog, create a time-boxed research task before promising delivery. Scrum rewards exposed uncertainty.

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⁰⁴ **Run a blocker-first daily scrum**

Ask what threatens the sprint goal before asking for updates. Capture impediments and assign an owner immediately.

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⁰⁵ **Demo the increment, not the deck**

At review, show the working slice and ask what decision it changes. Avoid substituting explanation for evidence.

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⁰⁶ **Pick one retro experiment**

End each retrospective with one process change small enough to test in the next sprint and visible enough to inspect.