

The Diary of a CEO

by Steven Bartlett

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 **Run a five-bucket audit**

Score knowledge, skills, network, resources, and reputation from 1-10. Pick the lowest bucket and define one visible proof you can create in the next seven days.

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⁰² **Make one law observable**

Choose one Diary law and translate it into a behavior another person could verify: a shipped asset, a hard conversation, a new constraint, or a deleted excuse.

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⁰³ **Remove one friction point**

Find the environment cue that makes your worst repeat behavior easy. Change the default before trying to rely on motivation again.

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⁰⁴ **Schedule a truth meeting**

Ask one trusted person where your self-story is least accurate right now. Capture the answer without defending, then decide what evidence would prove progress.

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⁰⁵ **Create a reputation receipt**

Do one small promise publicly and finish it cleanly. Reputation compounds when people can point to proof instead of potential.