

The Effective Executive

by Peter F. Drucker

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 seven-day time audit**

Track your calendar in 30-minute blocks for one week. Mark each block as contribution, maintenance, delegation candidate, or waste before changing anything.

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⁰² **Write one contribution sentence**

Finish this sentence for your current role: the result I am responsible for improving this quarter is _____. Put it above your weekly plan.

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⁰³ **Delegate one recurring approval**

Find a decision that waits for you only because the rule is unclear. Define the boundary condition and move ownership to the person closest to the work.

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⁰⁴ **Protect a first-things-first block**

Schedule a 90-minute block for the one decision or project that changes results. Treat it as an external meeting with consequences.

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⁰⁵ **Attach feedback to a decision**

For one important choice, name the owner, date, expected result, and feedback signal you will review after action begins.