

# When

by Daniel H. Pink

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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

## Map your daily arc

       

For three workdays, mark your strongest focus, lowest vigilance, and most open creative window. Use the pattern to schedule next week.

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 02

## Move one hard decision to your peak

       

Choose a decision that needs clean judgment and place it inside your best analytic window instead of wherever the calendar happens to allow.

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 03

## Protect the trough with a real break

       

Take one screen-free, moving, preferably outdoor break during your low point. Treat it as maintenance, not indulgence.

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 04

## Create a midpoint reset

       

At the halfway point of a project, hold a 15-minute reset: name what changed, pick the next win, and remove one nonessential task.

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 05

## Design one better ending

       

Close a meeting, day, or project with a short recap, a thank-you, or a visible next step so the final moment carries meaning.