

THE EXECUTIVE TASK VELOCITY CHECKLIST

A Minimalist Framework for Daily Digital Clarity

1. THE DOMAIN STRUCTURE

- Partition your workspace into 4 core domains: Executive Output, Business Admin, Personal Life, and Someday/Maybe.
- Keep personal logistics isolated from active professional views during working hours.
- Restrict your active daily view to immediate execution items only.

2. THE DAILY THREE RULE

- Select exactly 3 non-negotiable outcomes every morning before opening email or team chats.
- Define 1 Primary Win (High-Focus), 1 Secondary Win (Medium-Focus), and 1 Tertiary Win (Operational).
- Never allow your daily active view to display more than three primary targets at once.

3. ACTIONABLE TASK PHRASING

- Replace vague project titles with tiny, explicit physical next steps.
- Start every task entry with an imperative verb (e.g., "Download," "Draft," "Approve").
- Remove decision friction by eliminating broad, intimidating placeholders.

4. THE 3-PHASE VELOCITY ROUTINE

- Phase 1 (Capture): Funnel all incoming requests instantly into a single raw digital inbox.
- Phase 2 (Batch): Assign energy tags (@High_Focus, @Medium_Focus, @Low_Focus) during mid-day reviews.
- Phase 3 (Reset): Run a 5-minute evening triage to clear your inbox and reset your workspace for tomorrow.

5. CALENDAR INTEGRATION

- Time-block your top 3 non-negotiable wins directly onto your digital calendar screen.
- Insert 15-to-30-minute buffer blocks between focus sessions to absorb real-world delays.
- Use two-way sync to maintain a unified view of your daily commitments.