Daily Task Setting -How to do this?

What are we aiming to complete by day end?

List the things the need to be done.

Are there items on the list the could be BROKEN INTO SMALLER PARTS?

Yes

No

Decide, based on EXPERTISE who will be responsible for each task.

Are all TASKS ASSIGNED?

No

Yes

Have you showed your tasks TO A MENTOR to get feedback?

Go do the tasks!