Daily review

Tom Rochette <tom.rochette@coreteks.org>

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1 Trigger

Every daily at the end of the (work) day.

2 Duration

15 minutes.

3 Steps

- Review what was planned for the day
- Provide feedback related to the plan
- Track and review
    - How many times I was interrupted
    - How much time I spent on unexpected work
    - Whether I got blocked and for how long
- Review weekly plan and align
- Plan next day