

Daily review

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January 4, 2026 — 696388d3

1 Trigger

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

2 Duration

15 minutes.

3 Steps

- Review what was planned for the day (manual)
 - Did you finish each planned task?
 - Were any deliverables missed or delayed?
 - How many times I was interrupted?
 - How much time I spent on unexpected work?
 - Was I got blocked and for how long?
 - Rate the quality of work delivered.
- Provide feedback related to the plan (manual)
- Learning & Insights (manual)
 - Did you discover a new tool, technique, or process?
 - What could be improved next time?
- Review weekly plan and align
- Plan next day