

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
 - 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
- Learning & Insights
 - Did you discover a new tool, technique, or process?
 - What could be improved next time?
- [Review weekly plan and align](#)
- Plan next day