The Daily Field Map

5 checks for an intentional day. Morning, and again before you call it a night.

- [ ] **01** **Decide what matters today before you open email.**

"How we spend our days is, of course, how we spend our lives."

ANNIE DILLARD

One thing I'll do today to move this: _____

- [ ] **02** **Protect one block of focused time and give it one thing.**

"Everywhere means nowhere."

SENECA

One thing I'll do today to move this: _____

- [ ] **03** **Act on purpose, not just to stay busy.**

"It is not enough to be industrious; so are the ants. What are you industrious about?"

HENRY DAVID THOREAU

One thing I'll do today to move this: _____

- [ ] **04** **Keep AI simple. Hand it one small, repetitive job today.**

"Simple can be harder than complex: You have to work hard to get your thinking clean to make it simple."

STEVE JOBS

One thing I'll do today to move this: _____

- [ ] **05** **End the day on purpose, and let yourself rest.**

"Rest is not idleness, and to lie sometimes on the grass under the trees on a summer's day, listening to the murmur of water, or watching the clouds float across the blue sky, is by no means waste of time."

JOHN LUBBOCK

One thing I'll do today to move this: _____

Print it, keep it on your desk, and come back to it tomorrow.

People first, AI second, progress always.

FieldKit

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Tips for an intentional day

01 Pick your one most important thing the night before, so the morning starts with a decision already made.

02 Put your focused block on the calendar like a meeting, and treat it like one.

03 When something new lands on your plate, ask yourself whether it moves today's priority forward before you say yes.

04 Notice one small, repetitive task you did today. That's a good one to hand to AI or a teammate tomorrow.

05 Close the day by writing down what went well. It makes it easier to stop working and actually rest.

Notes

TODAY'S ONE THING

WHAT MOVED FORWARD

WHAT I'LL HAND OFF TOMORROW

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