



— TEMPLATE —

The Daily Frog List

Manager Practice

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TEMPLATE

The Daily Frog List

PURPOSE

Each morning, write the day's tasks where you can see them. Your head is a terrible office — a manager running the whole portfolio from memory is one sick day away from a dropped deadline with someone's money on it. Mark the single worst task — the dreaded call, the hard email — and do it first, before the inbox talks you out of it. Cross items off by hand as you finish; let yourself feel the list shrink. End the day by carrying forward what's left, so nothing lives only in your memory overnight. Adapted from Chapter 1, "The Job Nobody Described to You," of The Career Association Manager (FOAM Book 1), published by Quorum Press.

SECTION 01

Today

Date _____

SECTION 02

The Frog: Do This First

The single worst task on today's list. Nothing else starts until this is done.

Today's frog _____

- Done — before the inbox got a vote

SECTION 03

The List: Write It Where You Can See It

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

- 9. _____
- 10. _____

SECTION 04

End Of Day: Carry Forward

Unfinished items moved to tomorrow's list

- 01 _____
- 02 _____
- 03 _____

- Nothing lives only in my memory overnight

Tomorrow's frog (mark it now) _____

SECTION 05

The Clear-Surface Close

End every day with a desk (and an inbox) you could hand to a stranger. A clear surface in the morning is a quiet head in the morning.

- Paper filed or trashed
- Inbox triaged — nothing urgent hiding below the fold
- Desk surface clear (the swag pile is not helping you find the insurance renewal)
- Tomorrow's frog on top

This worksheet is an educational resource for professional practice. It does not constitute legal, accounting, or medical advice.