

Morning Startup Checklist

Do these in order, before opening email or Slack:

- ☐ 1. Water + protein (blood sugar stability = focus stability)
- ☐ 2. Write down the ONE thing that would make today a win
- ☐ 3. Block one 90-minute focus window on your calendar
- ☐ 4. Move any meeting that can be an email
- ☐ 5. Open your task list - pick the next 3 actions, not the next 30

Total time: 8 minutes. Saves 2 hours of context-switching.