Ivy Lee method daily cards

Five minutes at the end of the day. Write up to six tasks for tomorrow, rank them, and add the first physical step for number 1. Cut the sheet in half for two days.

Tomorrow's six

Date _____

	Task, written as an outcome, most important first	Done	Carry
1		☐	☐
	First step for 1:		
2		☐	☐
3		☐	☐
4		☐	☐
5		☐	☐
6		☐	☐

Start with 1 and stay on it until it's done. Then 2. Anything left moves to tomorrow's list and gets ranked again. Three carries and it gets split or dropped.

cut here

Tomorrow's six

Date _____

	Task, written as an outcome, most important first	Done	Carry
1		☐	☐
	First step for 1:		
2		☐	☐
3		☐	☐
4		☐	☐
5		☐	☐
6		☐	☐

Start with 1 and stay on it until it's done. Then 2. Anything left moves to tomorrow's list and gets ranked again. Three carries and it gets split or dropped.

Six is a cap.
Three real tasks beat six with filler. On a day of meetings or classes, write three.

Outcomes, not topics.
"Problem set questions 1 to 5", not "chemistry". You should be able to tell when it's done.

Email isn't number 1.
Messages fit in the gaps after task 1 has had your best hour.

A week of Ivy Lee lists

Fill in each column the evening before. Number 1 is the most important task, not the easiest. Unfinished tasks move to the next column and get ranked again with whatever is new.

Monday	Tuesday	Wednesday	Thursday	Friday
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
Step 1:	Step 1:	Step 1:	Step 1:	Step 1:

Friday check: three strikes

Any task that moved three days in a row? Split it and write only the first chunk, or drop it to the backlog.

Carried three times	Split, or dropped?

One at a time.
Stay on 1 until it's done. Switching away from an unfinished task leaves part of your attention behind.

One swap allowed.
If 1 is truly stuck, swap it with 2 and write that down. Then back to the order.

Same cue every day.
Write tomorrow's list when you close the laptop or pack your bag.