

The Handoff Line and Daily Receipt

At the end of your day, write your Receipt, then draw a line across the page. Above it, list what you did that belonged to you. Below it, list what you are handing off. Then close the notebook. This page covers one day; print several.

DATE

DAY ___ OF 33

MY PERSON LINE

I am becoming someone who _____

TODAY'S ONE MOVE

Specific, small enough to finish, within my control.

☐ Done

TODAY'S RECEIPT

What I did, and what it produced.

MINE: WHAT I DID TODAY

HANDED OFF (WRITE "HANDED OFF" NEXT TO EACH)
