

How to use the Ivy Lee Daily Six

What it is

A daily list of six tasks, ranked by importance, that you finish one at a time.

Ivy Lee was a business adviser in the early 1900s. His idea: decide tomorrow's work tonight, while you are calm, so you never waste the morning wondering where to start.

When to use it

Every evening, right before you stop for the day. It takes about five minutes.

Steps

1. **Six tasks for tomorrow.** Write down the six things that matter most tomorrow. Six is the limit.
2. **Ranked, most important first.** Rewrite them with 1 as the one that matters most, even if you dread it.
3. **Work in order.** Tomorrow, start on 1 and stay on it until it is done. Then 2, and so on. Tick each one off.
4. **Carry over.** At the end of the day, write down what you did not finish. It goes at the top of tomorrow's new list.

Common mistake

Jumping to an easier task when number 1 feels hard. Stay on number 1 until it is done.

Pairs with

Eisenhower Matrix and Pomodoro Technique.

Example: a work evening

Date: Mon, Mar 10

Six tasks for tomorrow

Finish the quarterly report

Reply to the client email

Pay the credit card bill

Pick up the dry cleaning

Prep dinner for the week

Schedule the dentist appointment

Ranked, most important first 1 = matters most.

1 Finish the quarterly report

2 Reply to the client email

3 Pay the credit card bill

4 Schedule the dentist appointment

5 Pick up the dry cleaning

6 Prep dinner for the week

Work in order Tick each one when it's finished.



1



2



3



4



5



6

Carry over These go on tomorrow's new sheet.

Schedule the dentist appointment

Prep dinner for the week

I start task 1 at: 7:30 am

Ivy Lee Daily Six

Date: _____

Six tasks for tomorrow

Ranked, most important first 1 = matters most.

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

Work in order Tick each one when it's finished.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Carry over These go on tomorrow's new sheet.

I start task 1 at: _____