

Daily Guide

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Start-of-Day Checklist

Assigning And Starting the Project

- Look at projects how many projects are under review
- Assign the priorities of the projects based on different factors
- Assign the project based on the priority, availability, and skill level
- Complete the project based on the expected timeline.

Analyzing & Organizing the Changes

- Look at the projects in the change status today.
- Set the priorities based on different factors.
- Assign the changes or do the changes by yourself based on the factors.
- After the changes, notify the client.

Mention Today's Completing & Draft that will need to be sent.

Analyze the projects and that have been done and after review prepare them for sending today.
Mention the the client will need to be sent today.

End-of-Day Checklist