

DONE LIST

A Tool for Building Momentum Through Progress

Why focus on what's done instead of what's to do? Research shows that seeing progress is the most powerful motivator at work. While to-do lists can feel overwhelming, a Done List makes progress visible, building confidence and momentum.

By tracking and celebrating small wins, teams create smaller gains that fuel bigger achievements. It's not just about checking off tasks - it's about seeing how far we've come and using that visible progress to energize our next steps.



TEAM TOOLKIT

1. TEAM PROGRESS TRACKER

TEAM HUDDLE (daily)

- What's moving to "Done" today?
- Where do we need help?
- Quick wins to target?

PROGRESS MEETING (weekly)

"What small win made you proud this week?"

3. MOMENTUM BUILDERS

Team Questions:

- "What tiny step moved us forward?"
- "Which small win energized the team?"
- "Where did we see progress we almost missed?"

2. PROGRESS REVIEW

Each team member shares:

- Biggest movement
- Unexpected win
- Helpful collaboration

Forward Motion

- What's stuck?
- Who needs support?
- Which small wins will create momentum?

Closing:

- Celebrate 3 key moves
- Set next week's small wins targets
- Assign support pairs