

Must Should Could is a simple little tool we use to help our team think through their day and communicate their priorities to their manager. This also gives the manager a chance to help them think through their priorities.



It's an objective plan for what must get done each day – followed by what should get done and then what could get done. You are not permitted to start in the "shoulds" and "coulds." You must complete what is listed as #1 in the must category, then #2 then #3 – BEFORE you move on to the "should" category. By adhering to this numbered list you show what is important in terms of your work, and you and your manager are on the same page. With consistent practice, before you know it you'll be tackling projects, tasks and initiatives like a champ – and your virtual culture will love it!

## **MUST:** MISSION CRITICAL

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1.

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2.

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3.

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## **SHOULD:** IMPORTANT

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1.

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2.

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3.

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## **COULD:** NICE TO HAVE

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1.

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2.

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3.

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