



How to Build a Daily Method of Operations (DMO)

This system can be applied to your entire life — not just business

Materials (Use what works for you)

- Paper and pen/pencil
- Word processor (MS Word, etc.)
- Whiteboard

Image suggestion: clean blank notebook

Process

Step 1: Brainstorm

Write down everything you do throughout your day.

- Do not organize
- Do not prioritize
- Just write

You may need:

- one weekday list
- one weekend list

Do not worry about missing things. You can add them later.

Step 2: Prioritize

Start organizing your list.

Label each item by area of life:

- B = Business
- W = Work
- F = Family



- P = Personal

Group similar items together.

Now prioritize within each group.

Ask:

- What actually moves this area forward?
- Does one task depend on another?

Assign a number:

- 1 = first
- 2 = next
- 3 = later

Example:

- B1
- F2
- W3

If unsure, use “?”

Do not get stuck. Come back to it later.

Step 3: Evaluate Impact

Now determine how much each task matters.

Label impact:

- H = High
- M = Medium
- L = Low
- N = None

Think of this like results. Some tasks produce small results. Others build larger results over time.



Add time estimate:

- D = Days
- H = Hours
- M = Minutes

Include an estimate:

- 2H
- 30M
- 0.5H

Example:

- B1-H-2H
- F2-M-30M

Step 4: Identify Short-Term and Long-Term Tasks

Now separate immediate results from long-term progress.

Label:

- S = Short-term
- L = Long-term

Examples:

Business:

- S = sales activity
- L = building systems

Work:

- S = daily tasks
- L = skill development

Family / Personal:

- S = routines



- L = health, planning, relationships

Example:

- B1-H-2H-S
- F2-M-30M-L

Step 5: Review and Adjust

Look over your list.

Each item should include:

- Category (B, W, F, P)
- Priority (1, 2, 3...)
- Impact (H, M, L, N)
- Time (D, H, M)
- Short/Long (S, L)

If you used “?” earlier, resolve it now.

Make sure everything fits your actual day.

Make sure your time estimates are realistic.

Step 6: Build Your Daily Schedule

Now build your day.

Use your energy:

- High energy → important tasks
- Low energy → lighter tasks

You know how you operate. Use that.

You can use a calendar, but task lists are often better:

- You can check things off
- Unfinished tasks stay visible



Keep it simple:

- Do not do everything
- Focus on 1–2 key areas
- Stay consistent

Example:

- Video → create and publish daily
- Writing → write and engage daily

Make your DMO visible.

Follow it.

Adjust it when needed.

Tools can be used after the system works:

- calendar
- planner
- phone apps

Do not build tools before you build the system.

[Final Thought](#)

The system is simple.

The results come from consistency.

Not perfection.

Not doing everything.

Just following the plan.