

Get a clear picture of your day.

How to begin and end your day with clarity, perspective and focus.

Reflect:

What do I feel bad about? _____

What do I feel good about? _____

What one thing can I do today that will make the biggest impact? _____

Prioritize:

What are my top three priorities today?

1. _____
2. _____
3. _____

What are my top three priorities this week?

1. _____
2. _____
3. _____

Tweak:

What do I want to stop doing? _____

What do I want to keep doing? _____

What do I want to start doing? _____

Picture:

How does what I'm doing today fit into the rest of my week?

How does what I'm doing today fit into my overall goals?

Do I have a clear picture of what I'm doing today? Yes ___ No ___

If yes, let's go! If no, take a few minutes to get a mental image of the day. Do I need to make adjustments in my daily or weekly schedule? Make them now.

