1) Defining Your Why-power:

2) Focusing on you!
   - Name at least 2 things you do in the morning that show YOU are a priority:
     1. __________________________________________________________________________________________
     2. __________________________________________________________________________________________

3) Getting Inspired
   - Name at least 2 ways you are keeping inspired/motivated regularly. Podcasts? Books? Documentaries? Coaches? Exercise?
     1. __________________________________________________________________________________________
     2. __________________________________________________________________________________________

4) Creating a Ritual
   - What environment or mood can you create that would indicate to your mind/body it’s time to get work done? (ex: candles, clean space)
     1. __________________________________________________________________________________________
     2. __________________________________________________________________________________________
     3. __________________________________________________________________________________________

5) Creating a System
   - What time(s) are you scheduling to check your email? Social Media? Other?
   - Check the box if you stuck with it today.

   - [ ] Inbox: ________________________________________________________________________________
   - [ ] Social Media: __________________________________________________________________________
   - [ ] Other: ________________________________________________________________________________
6) List Your Action Items (a.k.a. Your to-do List)

1. _____________________________________________  11. _____________________________________________
2. _____________________________________________  12. _____________________________________________
3. _____________________________________________  13. _____________________________________________
4. _____________________________________________  14. _____________________________________________
5. _____________________________________________  15. _____________________________________________
6. _____________________________________________  16. _____________________________________________
7. _____________________________________________  17. _____________________________________________
8. _____________________________________________  18. _____________________________________________
9. _____________________________________________  19. _____________________________________________
10. ____________________________________________  20. _____________________________________________

7) Categorize The Action Items Based on the Eisenhower Decision Matrix

<table>
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<th>HIGH</th>
<th>LOW</th>
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<tbody>
<tr>
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<tr>
<td>LOW</td>
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</tbody>
</table>
8) Re-create Your List With a Select Few High Priority Action Items

- **BONUS TIP:** get more specific. What exactly needs to be done? Break it down into smaller tasks. By when will it be done?
- **BONUS TIP:** place a star next to the items that need be done before noon; these are the items requiring the most attention/energy.

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________
7. ____________________________

9) Scheduling Breaks

- What times are you scheduling breaks today? What will you do during the break? Check the box if you stuck with it today.

- Break #1: ____________________________
- Break #2: ____________________________
- Break #3: ____________________________

10) Honouring Accomplishments

- Record items that have been completed here. Also add any other accomplishments unrelated to the goals.

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________
7. ____________________________
8. ____________________________
9. ____________________________
10. ____________________________

*Add your own personalized Notes here:*