

MORNING REFLECTIONS WORKSHEET

Fill out this worksheet before you start your daily routines each day.

DATE:

MY GOAL FOR TODAY:

5 THINGS I'M GRATEFUL FOR:

1. _____
and why:

2. _____
and why:

3. _____
and why:

4. _____
and why:

5. _____
and why:

WHERE DO I HAVE ROOM TO GROW?

1-PAGE PRODUCTIVITY PLANNER*

Fill out this worksheet before you begin your daily work routine.

DATE:

PROJECTS

PROJECT #1:

5 big things I must do to move this project forward:

- 1.
- 2.
- 3.
- 4.
- 5.

PROJECT #2:

5 big things I must do to move this project forward:

- 1.
- 2.
- 3.
- 4.
- 5.

PROJECT #3:

5 big things I must do to move this project forward:

- 1.
- 2.
- 3.
- 4.
- 5.

PEOPLE

PEOPLE I NEED TO REACH OUT TO TODAY:

List the people you have to reach out to today no matter what:

PEOPLE I'M WAITING ON:

List the people who you need something from to move forward:

PRIORITIES

The main things that I must complete TODAY, no matter what.

List the priorities and to-dos that must be accomplished today and DO these things before getting trapped in your inbox and other people's agendas.



EVENING REFLECTIONS WORKSHEET

Fill out this worksheet at the end of each day.

DATE:

HOW DID I DO TODAY?:

LIST 5 MAGIC MOMENTS FROM TODAY:

These can be small and/or big WINS from today!

1. _____
2. _____
3. _____
4. _____
5. _____

WHAT ARE YOU EXCITED FOR:

Take a moment to reflect on why you're doing what you're doing. Journaling allows you to constantly remember what you're working towards!