

TODAY'S ACHIEVEMENTS

(Print this out each day, then visualize (intentionally create) your successful, productive day before starting)

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Time	Today's Tasks	HIGH PRIORITY TASKS (due today, no matter what)	
7:00 AM		1	
7:30 AM		2	
8:00 AM		3	
8:30 AM	OTHER PROJECTS/GOALS FOR TODAY		
9:00 AM		4	
9:30 AM		5	
10:00 AM		6	
10:30 AM	Actionable Steps to Move my Projects Forward		
11:00 AM		1	
11:30 AM		2	
12:00 PM		3	
12:30 PM		4	
1:00 PM		5	
1:30 PM		6	
2:00 PM		7	
2:30 PM		8	
3:00 PM		9	
3:30 PM		10	
4:00 PM		11	
4:30 PM		12	
5:00 PM	PEOPLE I NEED TO REACH OUT TO TODAY		
5:30 PM		1	
6:00 PM		2	
6:30 PM		3	
7:00 PM		4	
7:30 PM		5	
8:00 PM	Today's Affirmation		
8:30 PM			
9:00 PM			
9:30 PM			
10:00 PM			
10:30 PM			
What is one small, actionable step that you can take today that will bring you closer to your goals?			

Notes	Taking care of myself for maximum productivity	
	At least 15 Mins Daily Movement:	√
	Daily Sunlight/Oxygen:	
	8 x Water &/or Fresh Juices: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Healthy Breakfast:	
	Healthy Lunch:	
	Healthy Dinner:	
	Spend 5 Minutes on Affirmation	
	15 Mins Visualization/Meditation/Quiet Reflection	

(High-Priority Tasks should be done before you check your email or get distracted by anything else)