

TODAY'S ACHIEVEMENTS

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



| 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)