

Thursday

- MORNING ROUTINE
- WORKDAY STARTUP ROUTINE

TODAY'S TOP 3 TASKS

TIME DEADLINE

OTHER TASKS

PRIORITY

	✓	

DONE
 DELEGATE
 DEFER

- WORKDAY SHUTDOWN ROUTINE
- EVENING ROUTINE
- _____
- _____



TODAYS DATE:



THURSDAYS ARE FOR:



TODAY'S WORKOUT GOAL:



TODAY'S WELLNESS GOAL:

AGENDA

A.M

NOON

P.M

Friday

- MORNING ROUTINE
- WORKDAY STARTUP ROUTINE

TODAY'S TOP 3 TASKS

TIME DEADLINE

OTHER TASKS

PRIORITY

	✓	



- WORKDAY SHUTDOWN ROUTINE
- EVENING ROUTINE
- _____
- _____



TODAYS DATE:



FRIDAYS ARE FOR:



TODAY'S WORKOUT GOAL:



TODAY'S WELLNESS GOAL:

AGENDA

A.M

NOON

P.M

BREAKFAST LUNCH: DINNER: WATER INTAKE:


NOTES, IDEAS, & THOUGHTS:

END OF THE DAY REVIEW:
On a scale of 1-10, how would you rate today's productivity?
How can you make tomorrow better?

- 1 2 3 4 5 6 7 8 9 10

Saturday

MORNING ROUTINE

WORKDAY STARTUP ROUTINE

TODAY'S TOP 3 TASKS

TIME DEADLINE

OTHER TASKS

PRIORITY

	✓	

✓ DONE ○ DELEGATE → DEFER

WORKDAY SHUTDOWN ROUTINE

EVENING ROUTINE



TODAYS DATE:



SATURDAYS ARE FOR:



TODAY'S WORKOUT GOAL:



TODAY'S WELLNESS GOAL:

AGENDA

A.M

NOON

P.M

BREAKFAST

LUNCH:

DINNER:

WATER INTAKE:


NOTES, IDEAS, & THOUGHTS:

END OF THE DAY REVIEW:
On a scale of 1-10, how would you rate today's productivity?
How can you make tomorrow better?

1 2 3 4 5 6 7 8 9 10

Sunday

- MORNING ROUTINE
- WORKDAY STARTUP ROUTINE

TODAY'S TOP 3 TASKS

TIME DEADLINE

OTHER TASKS

PRIORITY

	✓	



- WORKDAY SHUTDOWN ROUTINE
- EVENING ROUTINE
- _____
- _____



TODAYS DATE:



SUNDAYS ARE FOR:



TODAY'S WORKOUT GOAL:



TODAY'S WELLNESS GOAL:

AGENDA

A.M

NOON

P.M

BREAKFAST

LUNCH:

DINNER:

WATER INTAKE:


NOTES, IDEAS, & THOUGHTS:

END OF THE DAY REVIEW:

On a scale of 1-10, how would you rate today's productivity?
How can you make tomorrow better?

- 1 2 3 4 5 6 7 8 9 10
