Monday

- [ ] 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: _____

- [ ] MONDAYS 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

Tuesday

- [ ] 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: _____

- [ ] TUESDAYS 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

Wednesday

- [ ] 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: _____

- [ ] WEDNESDAYS 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

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

☐ 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

Friday

- [ ] 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: _____

- [ ] 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		
	✓	

✓ DONE ○ DELEGATE → DEFER

- [ ] 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