

### The ONE Thing I need to do today

What is my mission today? What must I accomplish today to progress my life

### Other Tasks:

Which of these Tasks can be deleted, delegated or redesigned?


### People to Reach Out Today


### Waiting On


### Email Check-In Times

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### Hard-Stop at:

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I will quit working knowing that there will always be more to do, and more that can be done.

PLAN	TIME	DONE	PLAN	TIME	DONE
	6:00			14:00	
	6:15			14:15	
	6:30			14:30	
	6:45			14:45	
	7:00			15:00	
	7:15			15:15	
	7:30			15:30	
	7:45			15:45	
	8:00			16:00	
	8:15			16:15	
	8:30			16:30	
	8:45			16:45	
	9:00			17:00	
	9:15			17:15	
	9:30			17:30	
	9:45			17:45	
	10:00			18:00	
	10:15			18:15	
	10:30			18:30	
	10:45			18:45	
	11:00			19:00	
	11:15			19:15	
	11:30			19:30	
	11:45			19:45	
	12:00			20:00	
	12:15			20:15	
	12:30			20:30	
	12:45			20:45	
	13:00			21:00	
	13:15			21:15	
	13:30			21:30	
	13:45			21:45	

**REMEMBER!**  
TAKE A 5-MINUTE BREAK EVERY 25-55 MINUTES THROUGHOUT THE DAY

### Daily Summary

Answer these questions: If I could live today over again I'd .... and Things I really enjoyed today

## Daily Check-In

 Am I rested and fully hydrated?

 Am I sleeping, eating, exercising and hydrating enough to have the energy I deserve?

### Morning Routine

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### Evening Routine

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### Exercise

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## Meals

Decide in advance what to eat.

	TIME
BREAKFAST	:
SNACK 1	:
LUNCH	:
SNACK 2	:
DINNER	:

## Water

<input type="checkbox"/> 1	<input type="checkbox"/> 6
<input type="checkbox"/> 2	<input type="checkbox"/> 7
<input type="checkbox"/> 3	<input type="checkbox"/> 8
<input type="checkbox"/> 4	<input type="checkbox"/> 9
<input type="checkbox"/> 5	<input type="checkbox"/> 10

## The Big Picture

Weekly Goal:

Monthly Goal:

Yearly Goal:

## Life Balance

What can I do **TODAY** to improve these areas of my life?

