

**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: □□□□ □□□□	
	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)*