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: ☐☐☐☐ ☐☐☐☐	
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)