

morning plan

Given what matters most today, what are my intentions?

- o What aim do I want to keep top of mind?

- o What attitude do I want to project?

- o Do I have negative assumptions I need to challenge?

- o Where do I most want to direct my attention?

What am I most looking forward to today?

Challenges I might face today:

Difficult person – what could be putting them on the defensive?

Difficult task – what's the smallest step forward I can take?

Difficult situation – what will I be glad I've learned from this?

Difficult emotion – I feel...
because....

evening reflection

What are three good things that happened today?

- 1.

- 2.

- 3.

What did I make time for today?

- Exercise
- Mindfulness
- Sleep
- Singletasking
- Connection
- Appreciation
- Learning
- Other:

What thoughts do I have about tomorrow?