

Date: _____

Today's Message to Myself: _____

Today's Top 3 Goals:

1. _____
2. _____
3. _____

Tasks That Must Be Done Today:

1. _____
2. _____
3. _____

People I Need To Reach Out To:

1. _____
2. _____
3. _____

MORNING MINDSET

1. One thing I can get excited about today is...
2. A positive phrase or sentence I can say to myself several times today is...
3. Someone who needs me on my A-game today is...
4. A situation that might stress me out or trip me up today could be... and the way that my best self would deal with that is...
5. Someone I could surprise with a note, gift, or sign of appreciation is...
6. One action I could take today to demonstrate excellence or real value is...
7. One bold action I could take today is...
8. If I was my own high performance coach, I would tell myself this today...
9. I would complete this day proud of my efforts if I make sure I...
10. The big picture I have to keep in mind today is that I am working steadily towards...

6:00 AM _____

6:30 _____

7:00 _____

7:30 _____

8:00 _____

8:30 _____

9:00 _____

9:30 _____

10:00 _____

10:30 _____

11:00 _____

11:30 _____

NOON _____

12:30 _____

1:00 PM _____

1:30 _____

2:00 _____

2:30 _____

3:00 _____

3:30 _____

4:00 _____

4:30 _____

5:00 _____

5:30 _____

6:00 _____

6:30 _____

7:00 _____

7:30 _____

EVENING JOURNAL

1. A moment that I really appreciated today was...
2. A situation or task I handled well today was...
3. Something I realized or learned today was...
4. I could have made today even better if I...
5. Something that could have helped me feel more connected to others today would have been...
6. If I was my own high performance coach, I would tell myself this statement about today...

DAILY HABITS SCORECARD

Score yourself from 1-5 on the following High Performance Habit statements. The goal isn't to be perfect, but to be self-aware each day on the habits that help you succeed over the long-term.

- ___ **CLARITY** I knew my "why" and I lived intentionally today.
- ___ **PRODUCTIVITY** I worked on things that mattered most today.
- ___ **ENERGY** I managed my mental and physical energy well.
- ___ **INFLUENCE** I guided or treated others well today.
- ___ **NECESSITY** I felt it was necessary to be my best and made success a "must".
- ___ **COURAGE** I shared my real self, thoughts and feelings today.

Get world-class training on how to be 10x more productive, manage your time and projects like a pro, and achieve your goals faster!

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