



## *Structuring Your Day*

Practices and tactics to help you make progress daily

Daily, Weekly, Monthly Practice

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# Start Your Day

## Ground yourself: Allocate 15-20 minutes to do the following

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- Journal on the following
  - What am I grateful for?
  - What are my most important tasks today?
- 10 minute meditation (or free write)



# Weekly Wrap Up

## **Schedule 30 min, EOD Friday or Sunday**

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- What are this week's highs?

- What are this week's lows?

# Weekly Wrap Up

## **Schedule 30 min, EOD Friday or Sunday**

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- What do I want to do differently next week?
  
- Did I accomplish my week's goals?
  
- What are next week's goals?



# Monthly Wrap Up

**Schedule 30-45 min on the 30th of each month**

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- What did I accomplish?
- What are my goals for this coming month?
- What do I want to work on personally?



*Join the Group Coaching Call*

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