



My Daily Success Routine

At Home	
2 Hours	<ul style="list-style-type: none"> <input type="checkbox"/> Take care of physical needs: hydration, nutrition, exercise or walking. <input type="checkbox"/> Ground yourself with meditation, prayer, or self-affirmations. <input type="checkbox"/> Personal study. <input type="checkbox"/> Follow impressions to connect with others (colleagues, family, or friends). <input type="checkbox"/> Visualize your personal and professional goals. <input type="checkbox"/> Fill yourself with gratitude and love before going to work.
Morning	
4-5 Hours	<ul style="list-style-type: none"> <input type="checkbox"/> Review your agenda and plan your day. <input type="checkbox"/> Hold a daily brief with your team. <input type="checkbox"/> Professional study. <input type="checkbox"/> Read only the important updates and emails. <input type="checkbox"/> Prepare for morning meetings. <input type="checkbox"/> Work on your “A” tasks (urgent and important).
Lunch Break	
1-2 Hours	<ul style="list-style-type: none"> <input type="checkbox"/> Take care of personal needs: hydration, nutrition, and positive energy. <input type="checkbox"/> Have lunch with a stakeholder, staff member or family. <input type="checkbox"/> Exercise or go walking. <input type="checkbox"/> Mindfully check your physical and emotional needs. <input type="checkbox"/> Recharge: power nap, meditation, music, exercise or walking, etc.
Afternoon	
4-5 Hours	<ul style="list-style-type: none"> <input type="checkbox"/> Prep for afternoon meetings (30 min). <input type="checkbox"/> Work on your “B” tasks (important, but not urgent). <input type="checkbox"/> Delegate your “C” tasks if possible (urgent/not important). <input type="checkbox"/> Read the less important emails or materials. <input type="checkbox"/> Review the day and make a list of unfinished items for your agenda tomorrow. <input type="checkbox"/> Return home, unless you have evening commitments.
End of Day	
1-2 Hours	<ul style="list-style-type: none"> <input type="checkbox"/> Review your experiences today; record impressions or ideas in your journal. <input type="checkbox"/> Follow up any impressions to connect with others. <input type="checkbox"/> Feel gratitude and love, visualize your future, and trust that it is happening. <input type="checkbox"/> Sleep well.