



Daily Priorities

When you follow a simple routine, it sets your day up to be more productive and efficient. Fill this out each morning, followed by the nightly wrap-up section to note your progress.

Date: _____

Today, I'm grateful for:

Daily Intention:

List up to 5 max vital activities

(tasks, meetings) you will be doing today. On your days off, write down how you plan to relax too.

Prioritize the #1 "**must-do**" activity that is non-negotiable from the list above.

Morning Random Thoughts:

Nightly Wrap-Up: How did your day go? Clear your mind to have a restful sleep.