



date: _____

“ _____ ”

Morning Routine

6.00
6.30
7.00
7.30
8.00
8.30

Today's Schedule

9.00
9.30
10.00
10.30
11.00
11.30
12.00
12.30
13.00
13.30
14.00
14.30
15.00
15.30
16.00
16.30
17.00

Evening Routine

17.30
18.00
18.30
19.00
19.30
20.00
20.30
21.00
21.30
22.00
22.30
23.00

Todays Top Focuses

1 _____ _____ _____ _____	1-2 hr 45 min
2 _____ _____ _____ _____	4 hr -
3 _____ _____ _____ _____	Est Spent

Other Things To Do

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Who do i need to collaborate with?

What do i want from today?

What have i achieved today?

What can i improve on?

The week at a glance

Monday
Tuesday
Wednesday
Thursday
Friday

**people first
think big
actively listen
be authentic
make it happen.**