

# TODAY IS YOUR DAY!

General checklist for \_\_\_\_\_ Day!

## The Goal:

Enjoy at least a few hours alone—once a week—for you to replenish, regroup and recommit to all the great goals you’re working on in your personal life, your family, and your business.

## Beforehand:

**(1) Have the appropriate conversations with your family, coworkers, or others who depend on you. Answer these questions privately to help you prepare!**

Who depends on me during the day and would need to be part of my decision to take one day a week for myself?

Why is it important to me to take this time for myself? How will I feel when I have taken time to “sharpen the saw?”

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**(2) Block your special day on your calendar as a recurring event.**

How often would it work for me and my family to have me take this time for myself?

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How long could I be away without causing additional stress on myself or those who need me?

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What day and time works best?

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\*\*\*Add the appointment to your calendar as a recurring event.

## When the day comes:

### (1) Lay a solid foundation.

What routines and date-specific tasks do I need to complete so that my brain is in a place where I feel stable and ready to focus?

(Ex: Morning routine, emails processed, etc.)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

### (2) Replenish your spirit.

What are some activities that replenish me?

(Ex: Listening to an uplifting podcast while laying in the sun, getting a massage, calling a friend, going on a bike ride, etc.)

<input type="checkbox"/>	<input type="checkbox"/>

### (3) Eat—either with food you prepared or at a place you enjoy, so you are able to plan on a happy stomach. :)

What are my favorite foods to pack or where is my favorite place to eat on my special day?

<input type="checkbox"/>
<input type="checkbox"/>

## When it's time to plan:

### (1) Find a quiet place.

Where would I like to do my planning?

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### (2) Silence your phone and close your email or social media browsers.

What are my typical distractions that I must make sure to close/turn off?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**(3) Focus your attention on your plan.**

**(Feel free to make this list of planning ideas customized to fit your needs!)**

- Do a mind sweep. Is there anything cluttering my mind? Ideas? Reminders? Random thoughts?
- Take time for a personal devotional (prayer, etc).
- Review my goals - personal, family, and professional/community involvement.
- Evaluate what is working well and what needs to change in my life.
- Review my project list, narrowing Current Projects to 1-3 in each category: personal, family, and business.
- Clean up anything else: Next Actions, Routines List (Weekly Review)
- Review any new information I've received since my last planning session, updating my projects and routines with that information. Ex: conference notes, books, meeting notes.
- Look ahead at my week. What can I do to get ahead? To make things easier tomorrow than they were today/yesterday?
- Record any thoughts, ideas, or things I want to remember in my journal. Consider asking my Higher Power if there's anything I have missed or need to further consider.

**(4) When you feel like you have your head together for at least the next week, you're done!**

Is there anything I would do differently next time to make this day away a better experience?

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*Duplicate this template to repeat next week!*

(Come report back at <https://LearnDoBecome.com/Episode32>)

And if you haven't yet checked out our full program, Steps to Everyday Productivity, details and the chance to sign up for a free class (that will help you stop drowning in piles and more fully organize your life) can be found here: <https://LearnDoBecome.com/STEPprogram>.