

Daily Review "Plan on a Page"

- Review weekly objectives
 - To ensure what you choose to work on next aligns with your bigger vision.
- Brain dump
 - Getting any mental clutter out of your head on to paper, so you think clearer, and parking lot anything that might be worth taking a look at later (Goodies in Process)
- Journal what you are avoiding / fear / resistance
 - Is there anything you avoided today that you should focus on tomorrow?

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- List 3 Wins
 - We tend to give more weight to the negative, so celebrate those wins, no matter how small!
- One lesson learned to make today better
 - The idea is continuous improvement and learning through inspired action.
- Least valuable thing I did today
 - How do we do more with less?
 - Things that aren't enjoyable.
 - Things that aren't a good use of time.
 - Think about steps you can take to stop doing things that aren't contributing to joy or helping you to achieve your big goals.

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- 3 most important tasks for tomorrow (MIT)
 - Written in a way that there is no doubt as to whether you completed them or not
 - Ton of value in letting them sit with your subconscious overnight
 - This is something Josh Waitzkin talks about. He's a chess prodigy, and now works as a learning consultant for high performers. One of the key reasons for doing at the end of the day instead of the morning.
- 3 things you are grateful for
 - Shifts focus from what is lacking to abundance, allowing you to more easily connect with joy.
 - Reduces stress by shifting thoughts away from the negative
 - Increases sense of connectedness to life and others by acknowledging the good in life.

Optional: If you have a partner or accountability buddy

- 3 things I appreciated about you today
 - Increases emotional connection and strengthens the bond between partners
 - Improves communication, when you share appreciation, it opens up channels for more conversation which can help reduce misunderstandings and conflict
 - Increase satisfaction when you feel a sense of being acknowledged and valued for your contributions



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