

the WORKDAY MAXIMIZER

what could you accomplish if you were intentional about your day?

before you begin...

There is a saying: “The more you have to do, the more you get done” Use this tool to make that statement true for you - not by helping you work more, but by being intentional so that you have the space to get more done.

On the final page you will find a worksheet designed to help you think through being intentional! Use it first thing in the morning to plan out your day, or in the evening to plan out the following day.

Before filling out the worksheet, read through the 5 Ways To Get The Most Out Of Your Day, and be open to new ideas that work for you and your life.

1. start your day off right

What could you do first thing in the morning to help you kick off your brilliant day and set the tone?

Think about the following statements:

- My mind is less cluttered when I . . .
- My body feels better when I . . .
- I don't feel as rushed if I . . .

Some ideas to get you started:

- Get plenty of restful sleep (6-8 hrs preferably).
- Drink cool water to kickstart your metabolism.
- Take 15 minutes of quiet time

2. get your focus together

REVIEW. Many times our to-do lists are overflowing and there doesn't seem to be enough hours to accomplish it all. Take a look of all you have on that list.

PRIORITIZE! What are the top three things that you need to do in order to reach your goal(s)?

All the other stuff is secondary. HINT: These should be the three actions that will have the greatest positive impact on the bottom line.

MINIMIZE. Take some of the remaining items off your list, or delegate them.

3. stay on track

Set yourself up so that you can work without distractions.

- Work in blocks of time. Experiment with different amounts of time (between 30-90 minutes) to determine your ideal amount of focus time.
- Set a timer to keep yourself on track.
- Take a break when that time is up. (You need it, even if you don't think you do.)

4. move it

Keep your blood pumping and the oxygen flowing.

- Park far.
- Stretch, stand up, and walk around frequently.
- Take the stairs. Take them at a trot. Take them two at a time.

5. stay inspired

Look for ways to stay inspired throughout the day.

- Feed your brain with something you are passionate about.
- Do something you love, something that will refresh your mind.
- Take time to surround yourself with people who will help you maximize who you are.

1. start your day off right

Date: _____

Two positive morning rituals I will practice:

2. get your focus together

My top 3 priorities:

3. stay on track

Specific time blocks for focus:

4. move it

How I'll be physically active at work:

5. stay inspired

How I will keep myself inspired: