



# SET FOR SUCCESS

- Morning Routine Planner
- Time Blocking Planner
- Daily Success Habit Tracker
- Daily Reflection and Journaling

# Morning Routine Planner

## **Wake Up Early**

Time: \_\_\_\_\_ AM

- How do you feel upon waking?

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- One thing you can do to make today amazing:

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## **Practice Gratitude**

Time: \_\_\_\_\_ AM

- List 3 things you're grateful for today:

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## **Positive thought or affirmation for the day:**

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## **Move Your Body**

Time: \_\_\_\_\_ AM

- Activity (Stretching, Yoga, Exercise): \_\_\_\_\_
- Duration: \_\_\_\_\_ minutes
- How do you feel after moving? \_\_\_\_\_

# Morning Routine Planner

## **Nourish Your Body**

Time: \_\_\_\_\_ AM

- Breakfast Plan: \_\_\_\_\_
- Water intake goal: \_\_\_\_\_ oz
- How does your body feel after eating? \_\_\_\_\_

## **Set Daily Intentions**

Time: \_\_\_\_\_ AM

- Top 3 Priorities for Today:

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## **One thing you'll do for self-care today:**

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## **Reflection at the End of the Day**

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- Did you follow through with your morning routine?  Yes  No
- What made you feel most fulfilled today?

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- What could you improve tomorrow?

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- One thing you're grateful for after completing your day:

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# Time Blocking Planner

## **Identify Priorities**

- Key Priorities for Today:

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- Tasks that Align with Priorities:

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## **Assign Time Slots**

<b>Time Task</b>	<b>Activity</b>
___:___ AM ___:___ AM	_____
___:___ AM ___:___ AM	_____
___:___ AM ___:___ AM	_____
___:___ AM ___:___ AM	_____
___:___ AM ___:___ AM	_____

## **Eliminate Distractions**

- List Potential Distractions:

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- Action Plan to Eliminate Distractions:

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# Time Blocking Planner

## **Stick to Your Schedule**

Reminders to Stay on Track:

- Treat each time block as a non-negotiable appointment.
- Avoid multitasking during deep work periods.
- Use a timer if necessary to stay focused.

## **Reflection at the End of the Day**

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- Did you stick to your time blocks today?  **Yes**  **No**
- What worked well in your time blocking?

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- What could you improve for tomorrow?

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- One task you're proud of completing today:

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# Daily Success Habit Tracker

## Track Your Core Success Habits

### 1. Exercise Regularly

- **Goal:** *Engage in physical activity for at least 30 minutes.*
- Type of Exercise: \_\_\_\_\_
- Duration: \_\_\_\_\_ minutes
- Energy Level After Exercise (1-10): \_\_\_\_\_
- Did I exercise today?  Yes  No

### 2. Get Enough Sleep

- **Goal:** *Aim for 7-9 hours of quality sleep.*
- Bedtime: \_\_\_\_\_ PM
- Wake-Up Time: \_\_\_\_\_ AM
- Total Hours Slept: \_\_\_\_\_ hours
- Sleep Quality (1-10): \_\_\_\_\_
- Did I prioritize my sleep today?  Yes  No

### 3. Practice Mindfulness

- **Goal:** *Dedicate time to mindfulness, meditation, or deep breathing.*
- Mindfulness Activity: \_\_\_\_\_
- Duration: \_\_\_\_\_ minutes
- Focus Level After Activity (1-10): \_\_\_\_\_
- Did I practice mindfulness today?  Yes  No

### 4. Take Breaks

- **Goal:** *Take short breaks throughout the day to avoid burnout.*
- Number of Breaks Taken: \_\_\_\_\_
- Longest Break Duration: \_\_\_\_\_ minutes
- Mental Clarity After Breaks (1-10): \_\_\_\_\_
- Did I intentionally take breaks today?  Yes  No

# Daily Success Habit Tracker

## 5. Daily Reflection

- One thing I did well today:

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- One thing I can improve tomorrow:

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- One success habit I'm proud of today:

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**Overall Energy and Productivity Today (1-10):** \_\_\_\_\_

## Monthly Reflection

- Biggest Progress Made This Month:

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- Biggest Challenge I Overcame:

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- New Habit or Breakthrough I Discovered:

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- Goal for Next Month:

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# Daily Reflection & Journaling

## **Reflect on Your Day**

- What did I accomplish today?

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- What challenges did I face, and how did I handle them?

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- What am I grateful for today?

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- One thing I learned today:

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- What can I improve tomorrow?

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## **Track Your Progress**

- Did I stick to my time blocks today?      Yes  No

- Did I prioritize my most important tasks?  Yes  No

- Did I minimize distractions effectively?      Yes  No

- One thing I'm proud of achieving today:

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- Set Intentions for Tomorrow

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- Top 3 Priorities for Tomorrow:

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- One positive affirmation for tomorrow:

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- How do I want to feel at the end of tomorrow?

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