

## Morning Mindset Pause & bring yourself present this morning. Tune into your breath with ease.

- What's one thing I can get excited about today?
- What attention practice will I take on today?
- What will I do today to ensure good energy?
- Who needs me to be on my A-Game today?
- What's one Bold Action I can take today in service of excellence?

## Priorities, Tasks & People -- The Top Three

- Priorities Today
- Must-Do Tasks Today
- People to Connect with Today

## Daily Habit Scorecard

1= lo 10= hi

Attention-- intentionally directed my attention today

Energy--I worked with my mental & physical energy well today

Courage--I was my real, authentic self today

Influence--I treated others well today

Excellence--I worked for 'best' today

Productivity--I worked on what mattered most today

## Evening Mindset Take a few minutes to at the end of your day to take note of your day

A moment I appreciated today

What I handled well today

What I learned today

What would have helped me feel connected today

What I'm grateful for today