

Daily Success Rituals Action Planner

The following guide is a collection of all exercises from the 4 part "Daily Success Rituals" training program. In each of the 4 parts, you were given assignments/actions to complete to help you establish daily success rituals in your life.

Use this planner to help you complete each exercise and document your results as you go through the program and implement the suggested activities into your life.

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Part 1: Daily Foundation

Exercise 1: Daily Journal

Establish a daily journal that you will use every day moving forward. Whether you want to use a pen/notebook, tablet, phone, laptop or any other tracking device is up to you. But decide now what your journal will be and write a commitment to yourself below to use it daily...

Exercise 2: 3 Question Daily Review

In your journal note the answers to the following...

1. What went well yesterday? 2. What could you have done better? 3. What lesson(s) did you learn?

Exercise 3: Daily Gratitude

In your journal note the answers to the following...

Write (or type) everything you are grateful for in your life. Refer to the gratitude suggestion list in Week 1 if needed.

Exercise 4: Establishing Mindset

Set aside at least 30 minutes to read, watch, listen or discuss content that will fuel your mindset. **Document any key lessons in your journal.**

Exercise 5: Implementing Mantras

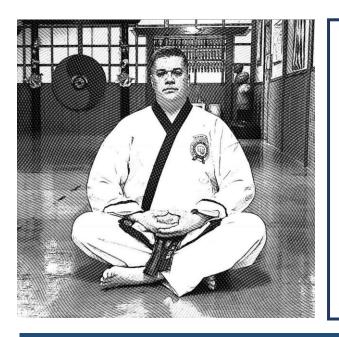
Create a phrase for each "mindset" that you want to remember during the day. **Document each phrase as a mantra in your success Journal.**

Exercise 6: Review Long Term Goals

Write each long term goal in your Success Journal. Document why you must achieve it.

Exercise 7: Daily Goals And Objectives

Write down your main tasks/objectives for the day in your Success Journal. Pick 3-5 items as top priority by placing a 1,2,3, etc.. beside each activity



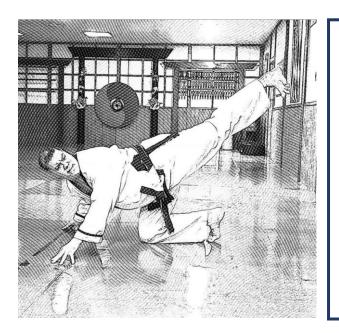
"Your inner reality creates your outer reality"

DAILY JOURNAL MONDAY

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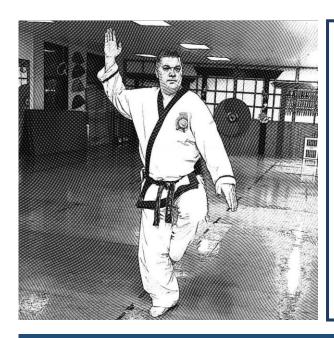
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DAILY JOURNAL TUESDAY

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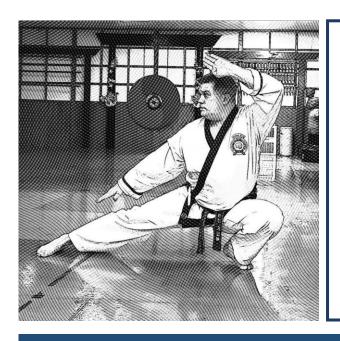
- Albert Einstein

DAILY JOURNAL WEDNESDAY

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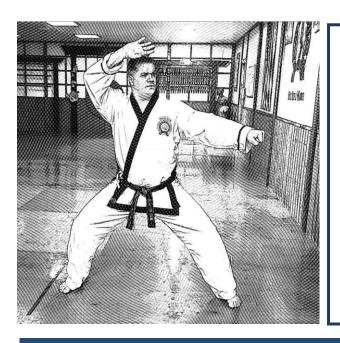
- Gandhi

DAILY JOURNAL THURSDAY

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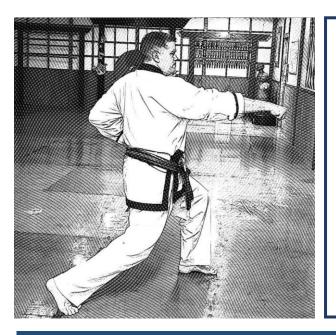
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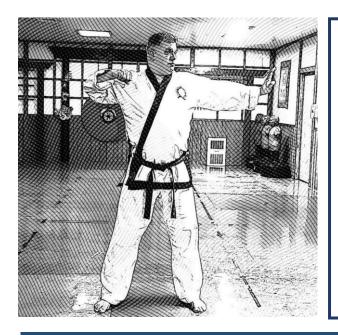
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Part 2: Explosive Start

Exercise 1: Document Daily Priorities

Get Organized: Using a journal or calendar system, document 3 main buckets of priorities:

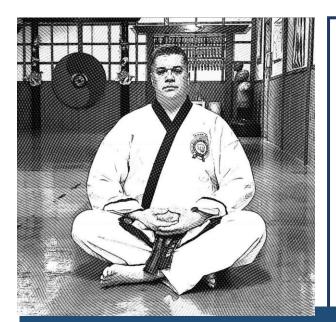
- 1. Absolute #1 Priority task for the day
- 2. Additional 2-3 high priority tasks
- 3. Collection of lower priority "to do" list stuff

Exercise 2: The Power Of Priority #1

Take the priority #1 item you identified and complete it first thing. * If it is a multi-day task, complete the piece you can do today *

Exercise 3: The Power Of Momentum

Pick a small habit that you can implement starting today to demonstrate the power of momentum to yourself



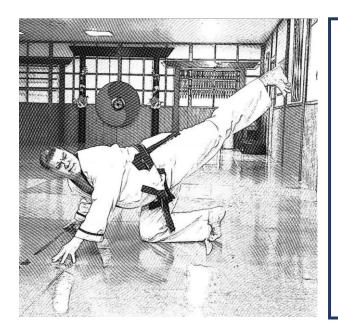
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DAILY JOURNAL MONDAY WEEK 2

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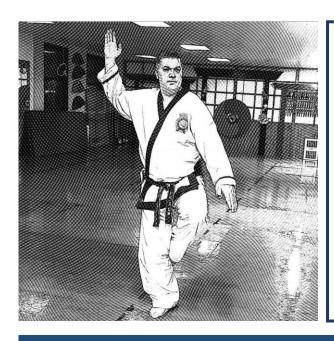
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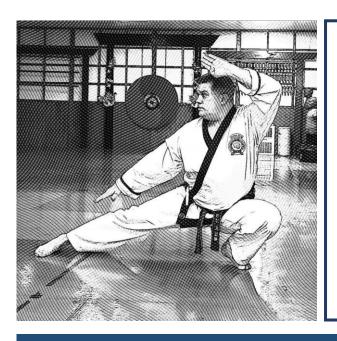
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DAILY JOURNAL WEDNESDAY W2

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DAILY JOURNAL WEDNESDAY W2



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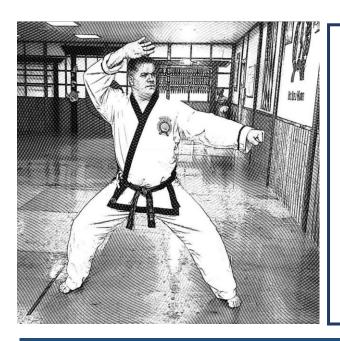
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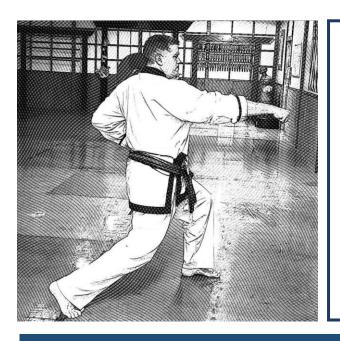
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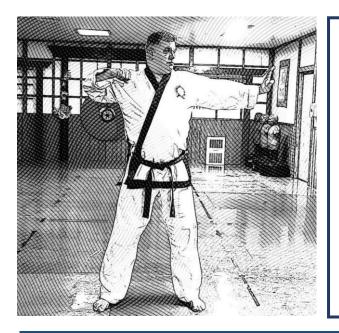
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Part 3: Daily Foundation

Exercise 1: Your "Sweet Spot"

Take time to brainstorm	your general	disposition.	Are you i	more pi	rone to	"overdo"	it or
"under-do" it?							

Exercise 2: Energy Measurement

Review the past week (or further if possible) and make a note of

- 1. What times of day your energy peaked
- 2. What times of day your energy dipped
- 3. What factors contributed to a peak/dip

Exercise 3: Maximizing Energy

Begin incorporating the concept of 90 minute work blocks into your day Start with 1 today and build up. Create a work block and a break block and force yourself to stick to it.

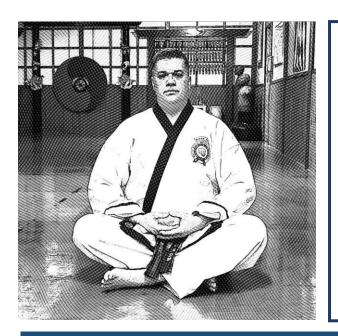
Exercise 4: Boosting Your Energy All Day

Every day for the next 7 days, choose 1 "energy booster" that you will use the moment you notice an energy dip. Review Module 3 energy boosters including Mental Shadowboxing, Verbal Mantras, Physical State Change, Meditation, Mental Stimulation.
Document your method/result

Exercise 5: How You Live

Pick one area about "how you live" that will have the highest impact on your energy improvement. Fitness - Nutrition - Sleep - Stress Management - Personal Development

Spend the next 7 days "fixing" that area

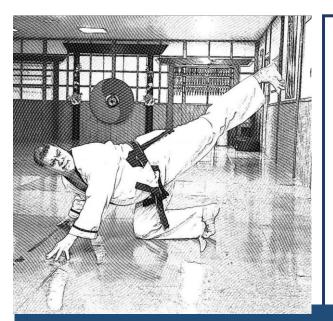


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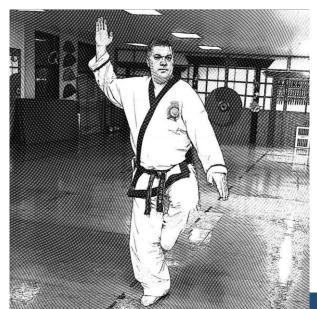
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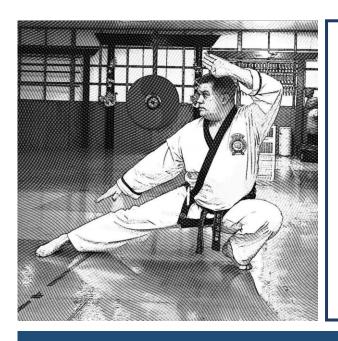
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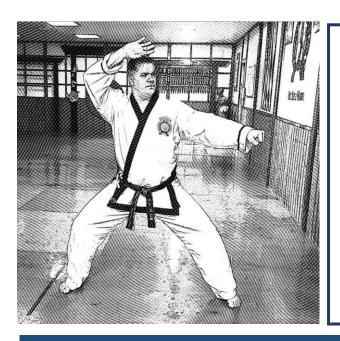
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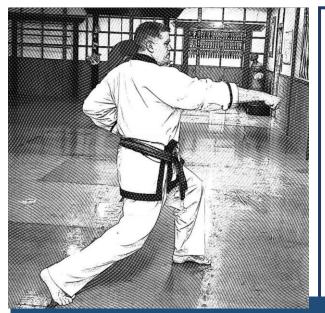
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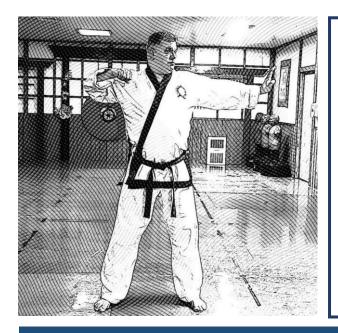


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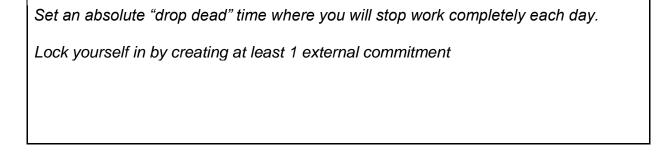
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Part 4: Recharge and Renew

Exercise 1: Having A Planned Stop Time



Exercise 2: Review Your Completes/Incompletes

Using either a pen/paper journal or an electronic notebook, create a column for completes and incompletes.

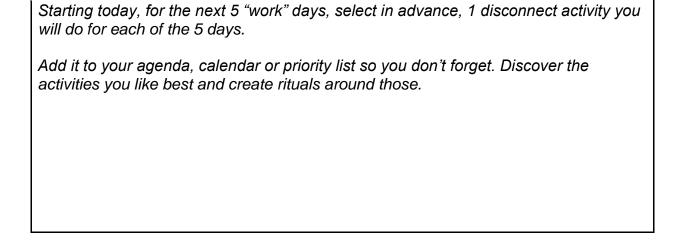
Spend 10-15 minutes filling in each column right after your "stop time"

Exercise 3: Next Day Priorities

Using the same pen/paper journal or electronic notebook, choose between 3-7 priorities for your next day.

Write each one down then assign a number 1-7 so you know where to begin your next day.

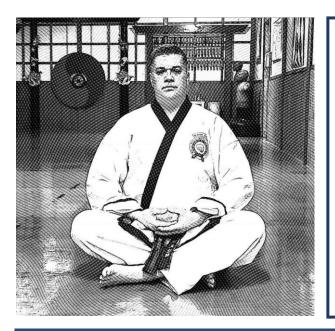
Exercise 4: Disconnect Activities



Exercise 5: Getting Sufficient Rest

Think back to the nights where you had your best rest. What were the contributing factors.

- 1. Determine your ideal pre-sleep routine
- 2. Determine your ideal sleep time
- 3. Determine your ideal wake up time



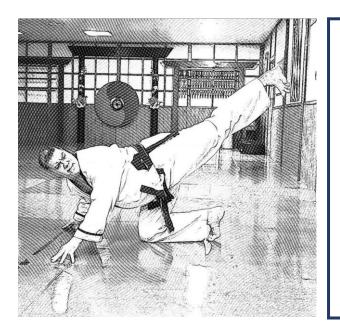
"Your inner reality creates your outer reality"

1. What went well yesterday?
2. What could you have done better?
3. What lesson(s) did you learn?
In your journal note the answers to the following What are you grateful for?
What small habit did you implement?

☐ Set aside 30 minutes to read, watch, listen or discuss content that will fuel my mindset. Takeaways from this;
☐ Create a phrase for each "mindset" that you want to remember during the day. Document each phrase as a mantra in your success Journal.
☐ My long term goal and why it is important;
Main tasks/objectives for today; Pick 3-5 items as top priority by placing a 1,2,3, etc beside each activity
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☐ HIGH PRIORITY:
☐ HIGH PRIORITY:
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□ ADDITIONAL:
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1. Last week when did my energy peak?
2. When did my energy dip?
3. What were the contributing factors?
My energy Booster for this week:
The 'How I live" area that I need to improve:

Completes:	Incompletes:
Tomorrows Priorities:	
Disconnect Activity:	
Sleep Routine:	
Best Sleep Time:	_Best Wake Time:



"Whether you think you can or you think you can't,
You are right."
-Henry Ford

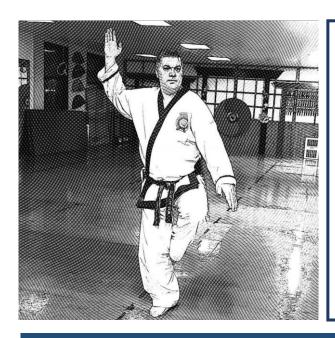
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Sleep Routine:	
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"A person who never made a mistake never tried anything new"

- Albert Einstein

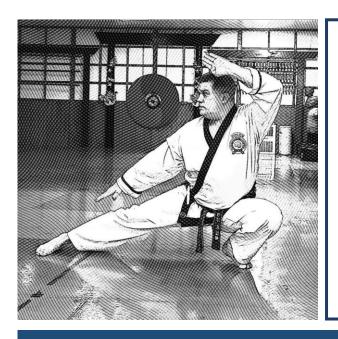
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Tomorrows Priorities:	
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Disconnect Activity:	
Class Davidson	
Sleep Routine:	
Rest Pieeb Time:	_Best Wake Time:



"Be the change you want to see in the world"

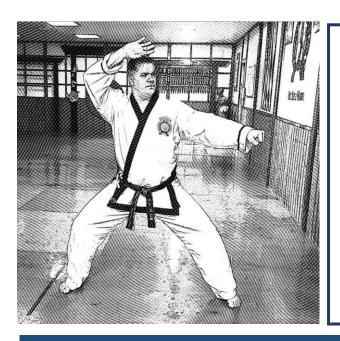
- Gandhi

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Sleep Routine:	
best sieep Tillie	Best Wake Time:



"Life isn't about finding yourself. Life is about creating yourself."

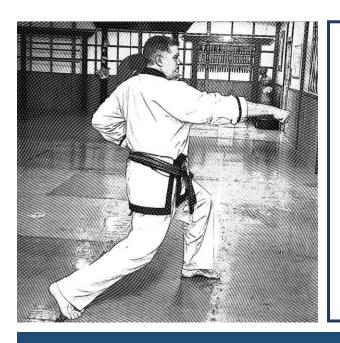
- George Bernard Shaw

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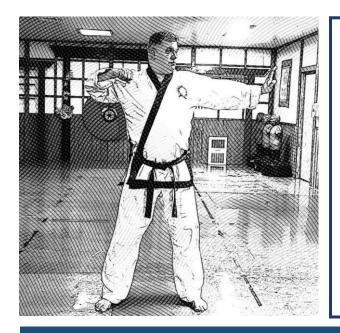
"The 'Earth' without 'ART' is just 'eh'"

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If you don't have time to do it right, you better make time to do it over.
-Russian Proverb

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To Do List:	Today I am Grateful for:	
	Goals:	
Appointments:	Breakfast Lunc	h Dinner
	Water A	
	Sna	cks
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