



DAILY



Date:

Week:

A List: Worries to Release

Staying Grounded

Purpose: To create your A, B, and C lists for the day and track your progress.

How to Use:

- Start each morning by listing your A, B, and C items.
- Use the provided prompts to guide your thinking and prioritize your tasks.
- At the end of the day, reflect on what you accomplished and how you feel.

End of the Day Reflection

What did I accomplish today?

B List: Today's Actions, Prioritized by Urgency

How do I feel about my progress?

C List: One Action Towards a Long-term Goal

Find more information at



WEEKLY



Week:

Month:

A List: Review

Were there recurring worries I struggled to release?

How can I improve next week?

B List Review

Which tasks did I complete?

What tasks did I avoid, and why?

C List Review

Did I make progress towards my long term goals?

Are my goals aligned with my values?

Checking In

Purpose: To review your week, identify successes, and plan for improvements.

How to Use:

1. Set aside 15–20 minutes at the end of the week to review your lists.
2. Use the prompts to reflect on your progress and challenges.
3. Adjust your focus for the upcoming week.

Wins to Celebrate

Next Week's Focus

One habit to improve:

One C List goal to prioritize:

Find more information at



MONTHLY



Month:

Week:

Reflections and Challenges

What obstacles did I face?

How did I overcome them?

C List Progress

Which goals did I make progress on?

Are there any goals to adjust and redefine?

Lessons Learned

What did I learn about myself this month?

How will I apply these lessons moving forward?

Seeing the Bigger Picture

Purpose: To assess your long-term progress and adjust your goals as needed.

How to Use:

1. At the end of each month, revisit your A, B, and C lists.
2. Use the tracker to evaluate your accomplishments and lessons learned.
3. Celebrate your successes and plan for the next month.

Completed Tasks and Milestones

Gratitude for Growth

Accomplishment I am proud of:

A lesson I am grateful for:

Someone or Something that inspires me:

Gratitude for Growth

One area to improve:

One C List goal to prioritize:



CYRIL RICHARDS, NASM-CPT, CWC
COUNT YOUR BLESSINGS

VISUALIZATION WORKSHEET

Purpose: To strengthen your connection to your long-term goals through visualization.

How to Use:

1. Choose one C list goal to focus on.
2. Use the worksheet to describe your goal in detail and visualize the outcome.

1

GOAL:

What does achieving this goal look like?

2

How does achieving this goal feel?

3

What actions can I take this week to move closer to this goal?



YES. / NO



MINDSET CHECKLIST

PURPOSE: TO HELP YOU QUICKLY IDENTIFY WHETHER YOU'RE STUCK IN WORRY OR AVOIDING ACTION AND GUIDE YOU BACK TO A PRODUCTIVE MINDSET.

HOW TO USE:

1. REVIEW THE CHECKLIST WHENEVER YOU FEEL STUCK OR UNMOTIVATED.
2. USE THE PROMPTS TO SHIFT YOUR MINDSET AND REFOCUS YOUR ENERGY.

01	AM I FOCUSING ON THINGS I CAN'T CONTROL (A LIST)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
02	HAVE I TAKEN AT LEAST ONE ACTION TODAY TOWARD A TASK OR GOAL (B LIST)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
03	AM I CONNECTED TO MY LONG-TERM GOALS AND VISION (C LIST)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
04	HAVE I MADE HEALTHY FOOD CHOICES TODAY TO FUEL MY BODY AND MIND?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
05	HAVE I CONSUMED ENOUGH WATER TO STAY HYDRATED AND ENERGIZED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
06	HAVE I MOVED MY BODY OR EXERCISED TODAY TO SUPPORT MY PHYSICAL AND MENTAL HEALTH?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
07	AM I SPENDING TOO MUCH TIME WORRYING ABOUT THE PAST OR FUTURE INSTEAD OF FOCUSING ON THE PRESENT?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
08	HAVE I TAKEN A MOMENT TO PAUSE, BREATHE, OR REFLECT ON WHAT I CAN DO RIGHT NOW TO MOVE FORWARD?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

IF YOU ANSWERED NO TO ANY OF THESE QUESTIONS, ASK YOURSELF:

- WHAT IS ONE SMALL ACTION I CAN TAKE RIGHT NOW TO SHIFT MY FOCUS AND MOVE CLOSER TO WHERE I WANT TO BE?