

DAILY POWER AGENDA

Date:

Morning Routine			
#	Recurring Tasks	Time	Activity
1		06:00	
2		07:00	
3		08:00	
#	One Time Projects	09:00	
4		10:00	
5		11:00	
6		12:00	
#	Small Steps To Big Goals	1:00	
7		2:00	
8		3:00	
9		4:00	
#	Downtime	5:00	
10		6:00	
11		7:00	
12		8:00	
		9:00	
Evening Routine			

Morning Routine	How you start your day has a significant impact on your performance and productivity. Design a ritual that includes intellectual stimulation and inspiration, physical awareness or activity, and meaningful connection.
Recurring Tasks	Activity
Schedule tasks such as emails for times when you are less focused (e.g. after lunch). Categorize meetings and emails by theme, so at the scheduled time all relevant notes will be together, minimizing transition drag between topics. Use rules to automate filing emails for reference that don't need to be read or actioned.	Schedule It: Every numbered task on the left should find a home here on the right. No unscheduled tasks, means less stress! Plan your day before it begins with intention and release worry about the undone tasks.
One Time Projects	
Deep thinking and creating including writing, calculating, and strategizing is best suited for the first hours of your work day and if you peak at another hour (e.g. end of day). Turn off notifications and interruptions for best results.	Worst First: Our motivation and willpower is highest earlier in the day, so front-load your day with those tasks that you may be looking forward to less. Once you conquer those tougher tasks, you will establish momentum and coast through the rest of your day. The more enjoyable tasks will serve as rewards.
Small Steps To Big Goals	Flexible Order: At the scheduled time, get it done (not 95% done, 100% completed). This is a structure, so even if a task runs long, or work emergency comes up that requires fire-fighting, just follow the order that you have set out in your agenda and remain flexible as you go.
Keep those big career goals at the forefront by taking small steps towards them daily. Carve up how you achieve that big goal into smaller digestible steps and do them daily.	Fluid Deadlines: Anything not completed, can shift to the next day. No restrictions, no punishments, and no judgment about our productivity – it's not a measure of our self-worth. If a pattern emerges of avoiding the same tasks, challenge yourself to finish them now. If a fixed deadline helps, use it.
Downtime	
Schedule downtime activities and follow through so that you can return to your work recharged, productive, and creative. Skip the mid-afternoon caffeine or snack and take a walk outside instead.	Avoid Distractions: Beware the temptation for distraction or escape activities that can take up hours of your day. Ensure some of your fun is mindful and intentional. Schedule it and enjoy intentionally with no regrets!
Evening Routine	Stack new habits onto existing routines and adjust them as you go. Set yourself up for success in the following day the night before. Over time, you will treasure these routines that fill your cup so you can perform your best.

Morning Routine

Intellectual stimulation and inspiration:
Physical awareness or activity:
Meaningful connection:

Recurring Tasks

Check calendar, forms, messages,
Coach, write content, personal development

One Time Projects

Weekly Financials
Weekly Administration – email, notes, files
Weekly Contact
Weekly Email to List
Weekly Writing / Recording in Batch

Small Steps To Big Goals

Program / Offer Development
Review Business Metrics
Write a chapter of book
Outline a podcast episode

Downtime

Fun flow state
Screenless
Outdoors
Hobbies
Quality Time with Loved Ones
Resting

Activity

Schedule It: Use alarms on your phone as needed and treat your schedule like you would if you worked in an office

Worst First: Take note of when you are most creative and energetic. Writing content and developing programs first thing in your workday is always a better use of time than checking social media. Consider holding use of email and social media until after noon.

Flexible Order: As multi-variable professionals, interruptions happen. Turn right back to your agenda when you can.

Fluid: Look at your agenda as a day of what you love doing designed with intention, no obligation, no resistance. This ensures you spend your time on what is important to you because you want to.

Avoid Distractions: Rest and fun by definition means no distractions, no ruminating on tasks, turn away from work and turn towards what is meaningful to you. Zoning out to cat videos does not count, let's make this time valuable!

Evening Routine

Intellectual stimulation and inspiration:
Physical awareness or activity:
Meaningful connection: