

DAILY POWER AGENDA

Date:

cheri  gregov

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	
		5:00	
#	Downtime	6:00	
10		7:00	
11		8:00	
12		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

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.

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.

Small Steps To Big Goals

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.

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.

Activity

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.

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.

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.

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.

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.