

Five Minute  
Morning  
Routine

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*Wollstonecraft*

COACHING

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# Step 1: Write Out 3 Things You Will Accomplish Today

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## **Example:**

- Productive Office Meeting
- Finish Report on New Expansion
- Organize Files

By each category write a few sentences about how you want this event to go.

## **Example:**

- Productive Office Meeting- on time, stick to agenda, highly productive with engagement by each group leader, walk away with new concept for each group.
- Finish Report on New Expansion- review all options and give a clear understand of the pros and cons to each plan. It is critical to view this with an open mind to see anything that may have been overlooked.
- Organize Files- walk away with a clean desk. Everything is sorted and filed.

## Step 2: How Do You Want To Feel?

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- Our minds typically revert to our past experience to determine how the next experience will transpire. If the last office meeting was close to a *Game of Thrones* episode that you will bring that anxiety from the past into the present moment. Or maybe everyone had their eyes glued to their smartphones like zombies and you walked away frustrated and angry.
- It is important to not imprint a past experience with what you want in the present moment. How do you want the event to go?
- Productive Office Meeting- **everyone participates- highly productive and respectful**
- Finish Report on New Expansion- **uninterrupted, easy to see positive and negatives that I missed before**
- Organize Files- **Quick, easy, and effortless**

## Step 3: Visualize The End Result

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- Spend 2-3 minutes thinking about each event like it is a movie playing in your mind. See the end results that you want. This will allow you to move throughout the day with more joy and happiness. Before you start each event, take a moment to visualize the end result.

Date \_\_\_\_\_

“It is not in the stars to hold our destiny but in ourselves.”  
— **William Shakespeare**

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Accomplish Today

End Result

- \_\_\_\_\_ ← \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ ← \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ ← \_\_\_\_\_  
\_\_\_\_\_

What are you most excited about today? \_\_\_\_\_  
\_\_\_\_\_

What is one word you would like to describe the kind of day  
you would like to have? \_\_\_\_\_

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