



YOUR ULTIMATE

RECOVER

THE OFFICIAL STRATEGIC SELF CARE SYSTEM

PRE-WORKDAY CHECKLIST



Key tasks to stay prepared & reduce stress.

- What do I need TODAY? (Personal)** Spiritual, Emotional, Physical, Mental
- What do I need TODAY (Professional)** KPIs Check In, Skill to Learn
- Top 3 Issues Blocking My Goals Today**
- Deadlines-Calendar Review: KPIs & Reports Due**
- Communication Prep:** Who or what meeting do I need to prepare for?
- What can I delegate or prepare to delegate?**
- Remember to avoid becoming a mirror, therapist, or emotional sounding board if I have deadlines approaching.**
- Movement, stretching, skincare, or grounding practice I will use to recover from today.**

My Wins

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