

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 _____

