

DAILY PLANNER



S M T W T F S

Date:

SCHEDULE

07:00

08:00

09:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

20:00

21:00

GOALS

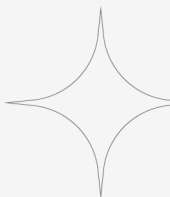
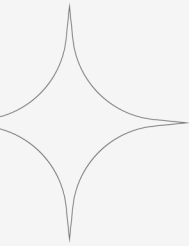
REMINDERS

Include time in AM to review top 3 goals

Include 2 15 min. breaks for mindfulness

Include 15 min. at end of day for "power down"

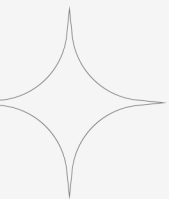
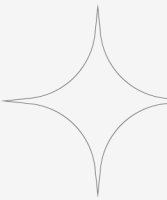
NOTES





WEEKLY PLANNER

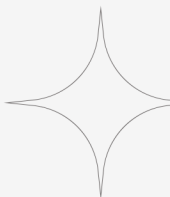
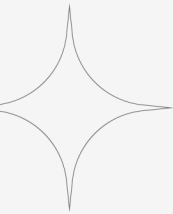
SUNDAY	MONDAY
TUESDAY	WEDNESDAY
THURSDAY	FRIDAY
SATURDAY	NOTES
	Include in the week 2 hours for “strategic planning” and at least 4-5 90min - hour long active recovery sessions in the form of exercise, nature, body care



MONTHLY PLANNER



Month:				
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	Notes:	<p>Get 1-3 "social" events on the calendar per month Find one 1/2 day to be away from work (volunteer, kids stuff, etc.) Ensure you have time at the beginning of the month to look at monthly top 3 and weekly to look at weekly top 3</p>		

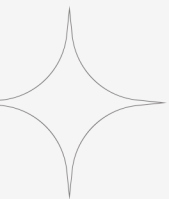




TO-DO LIST

*Focus is about saying "No" -
Steve Jobs*

S	M	T	W	T	F	S	ACTIVITY





S M T W T F S

Date:

MY MOUNTAIN TOP VIEW REFLECTIONS



Quarterly: Find a full 2-3 days of down time (some quarters are easier than others)
Designate at least 1/2 of one of those days to reviewing your MTV and planning the key needs for your next quarter

Annually: Find at least one 2 week vacation
Can you get a “second in command” up to speed now?

