

# PREPARED & PROFESSIONAL PERSONAL CHALLENGE

1

Are your daily habits in alignment with your personal and professional values? Answer these questions to find out:

What's one personal goal you want to achieve this year?	What's one professional goal you want to achieve this year?
How much sleep do you need to be at your best?	How much time does it <b>actually</b> take you to get ready in the morning?

2

List all your activities for the day: ..... What can you adjust? .....

PREPARED

<p>What time do you get up in the morning? : a.m.</p> <p>Action: <i>shower, coffee, etc..</i> Time Spent: <i>10 minutes.</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>AM</p>	<p>What time should you get up in the morning? :</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Get up earlier</li> <li><input type="checkbox"/> Don't check my phone</li> <li><input type="checkbox"/> Eat a better breakfast</li> <li><input type="checkbox"/> Set things out/prepare the night before</li> <li><input type="checkbox"/> Exercise</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>
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PROFESSIONAL

<p>Action: <i>check email</i> Time Spent: <i>2 hours total</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>WORK</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Get clear on priorities</li> <li><input type="checkbox"/> Stay off social media</li> <li><input type="checkbox"/> Tackle biggest/hardest issues/tasks first</li> <li><input type="checkbox"/> Work on small projects during free moments</li> <li><input type="checkbox"/> Reset workspace at end of day</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>
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PREPARED

<p>Action: <i>unwind with TV</i> Time Spent: <i>2 - 3 hours</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>PM</p> <p>What time do you go to bed? :</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make space for family time</li> <li><input type="checkbox"/> Turn off the TV/computer/phone earlier</li> <li><input type="checkbox"/> Exercise</li> <li><input type="checkbox"/> Set up for tomorrow</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul> <p>What time do you need to go to bed to feel rested? :</p>
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Does what you see here support or align with your priorities? ..... What can you adjust? .....

3

Pick one thing from the column on the right that you want to adjust and start with that—commit to it and DO IT!

See what difference it makes in your quality of life. Incentivize or reward yourself if that will help you succeed. Once it becomes second nature for you, come back to this worksheet and pick the next thing you would like to adjust and do the same thing. **Making small one degree adjustments regularly is the key to successfully making big changes in your life.**