

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 <i>actually</i> take you to get ready in the morning?

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

PREPARED

What time do you get up in the morning? : a.m.

Action: shower, coffee, etc.. Time Spent: 10 minutes.

What time should you get up in the morning? :

- Get up earlier
- Don't check my phone
- Eat a better breakfast
- Set things out/prepare the night before
- Exercise
- _____
- _____

PROFESSIONAL

Action: check email Time Spent: 2 hours total

- Get clear on priorities
- Stay off social media
- Tackle biggest/hardest issues/tasks first
- Work on small projects during free moments
- Reset workspace at end of day
- _____
- _____

PREPARED

Action: unwind with TV Time Spent: 2 - 3 hours

What time do you go to bed? :

- Make space for family time
- Turn off the TV/computer/phone earlier
- Exercise
- Set up for tomorrow
- _____
- _____

What time do you need to go to bed to feel rested? :

Does what you see in this column support or align with your priorities?

What can you adjust for better alignment?

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 a 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.**