



🕒 Daily Routine	
Today's Schedule	
6am	<i>Warm up</i>
-	7 <i>listen to inspiring music</i>
8	<i>Pick up the pace</i>
-	9 <i>start with important tasks</i>
-	10 <i>take breaks in a rhythm</i>
-	11 <i>listen to instrumental music</i>
noon	12pm <i>recharge</i>
-	1 <i>listen to relaxing music</i>
-	2 <i>Check in on progress</i>
3	<i>low demand tasks</i>
-	4 <i>listen to energizing music</i>
5	<i>celebrate progress, plan tomorrow</i>
6	<i>transition with calming music</i>
-	7 <i>exercise</i>
-	8 <i>relax &amp; connect with family</i>
-	9
10pm	<i>-Goodnight!</i>
-	11
-	12am
-	1
-	2
-	3
-	4
-	5

- ### Wake Up!
- Start slowly and do what it takes to wake up your mind and body.
  - Begin the day with gratitude, meditation or prayer.
  - Stretch, breathe deeply, do some exercises.
  - Briefly check weather, news, email.
  - Get inspired with a motivational quote or music.

- ### Pick Up the Pace
- Get to work-review your calendar and to-do list for top priority items.
  - Start with important work
  - Focus-don't get distracted.
  - Be Aware-add incoming tasks to your system and adjust as needed.
  - Pace Yourself-maintain a rhythm, remember to breathe deeply.
  - Be Disciplined-push yourself a little.
  - Stay Hydrated-drink plenty of water.

- ### Recharge
- Eat a healthy diet
  - Meditate, breathe deeply, take a short nap
  - Listen to spa or meditation music

- ### Check in
- Regroup & Refresh-slow down and do easier tasks. Review progress & lists to stay motivated.
  - Review & Plan-review the day and plan for tomorrow. Clear your desk and prepare what you need.

- ### Cool Down
- Visualize-think about how the next day will look.
  - Recharge-relax & enjoy the evening. Connect with family & rest.

- ### Include :
- Happiness Habits** identified by Positive Psychology.
  - Music** that enhances productivity, relaxes or energizes as needed.

B	E	M	E	A	S	U	R	I	N	G
1	2	3	4	5	6	7	8	9	10	11
Breathe	Exercise	Meditate	Emotions	Aspire	Share	Uplift	Relate	Inspire	Noble	Gratitude