	6		-
	-	-	2
		-	9

<sup>(2)</sup> Daily Routine			
		/	Get in
		Today's Schedule	music.
		Today's Schedule	
		m Warm up	
-	76	isten to inspiring music	Pie
	8/	Pick up the pace	
-	98	tart with important tasks	list
-	10	take breaks in a rhythm	
-	11	listen to instrumental music	
noon	12]	pm <i>recharge</i>	an
-	14	isten to relaxing music	נם
-	20	Check in on progress	
	36	iow demand tasks	
-	41	isten to energizing music	] \ └─
	5 C	elebrate progress, plan tomorrom	] \
	6 <i>t</i>	ransition with calming music	Rechar
-	7 e	xercise	Eat a
-	81	elax & connect with family	
-	9		Liste
ZZZ	10	pm <i>-Goodnight!</i>	Ch
-	11		
-	12	tas	
-	1		
-	2		ton you
-	3		<u>]</u>
-	4	-Cool Down	
-	5	□Visualize-think about how the next d look.	ay will
L		□Recharge-relax & enjoy the evening.	Connect
		uie evening.	

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

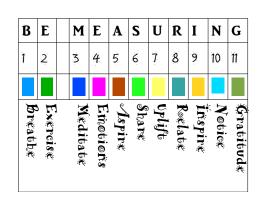
Get to work-review your calendar and to-do list for top priority items. □ Start with important work □Focus-don't get distracted. Be Aware-add incoming tasks to your system and adjust as needed. □Pace Yourself-maintain a rhythm, remember to breathe deeply. Be Disciplined-push yourself a little. Stay Hydrated-drink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



## Include :

Happiness Habits identified by Positive Psychology. **Music** that enhances productivity, relaxes or

with family & rest.

energizes as needed.