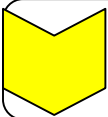

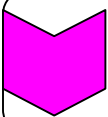
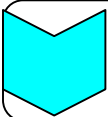



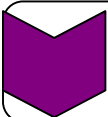

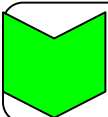


DAILY ROUTINE	
Warm Up	 <p>BEGIN with gratitude and meditation or prayer STRETCH-breathe deeply, exercise</p>
	 <p>BRIEFLY CHECK weather/news/email</p>
	 <p>GET INSPIRED-with a quote or motivational music <i>"If today were the last day of my life, would I want to do what I'm about to do?" –Steve Jobs</i></p>
Run in the zone	 <p>REVIEW calendar &amp; to do list for top priority items, choose tasks that require thought/creativity in a.m.</p>
	 <p>START-with important work: a task that is high priority you want to do, follow with one that is high priority that you don't want to do.</p>
	 <p>FOCUS-don't get distracted, take at least one step toward a goal.</p>
	 <p>BE AWARE-add incoming tasks to system &amp; delete as needed. In any extra time, do tasks for goals &amp; projects, learn something.</p>
Cool Down	 <p>REGROUP &amp; REFRESH-do low energy tasks in the afternoon: phone calls, errands, small easy tasks</p>
	 <p>REVIEW PROGRESS &amp; PLAN TOMORROW-clear the decks and visualize the next day.</p>
	 <p>RELAX-&amp; enjoy the evening. Let your subconscious solve problems while you sleep.</p>