Run Your Day Like an Athlete

WAKE UP! Warm 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.

COOL DOWN

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

Daily Routine

WAKE UP

MORNING

NOON

AFTERNOON

EVENING

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Weekly Routine

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

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Weekly Plan

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

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