



"Desire is the key to motivation, but it's determination and commitment to an unrelenting pursuit of your goal - a commitment to excellence - that will enable you to attain the success you seek. "

JANUARY

- Mario Andretti

#### THIS MONTH'S TO DO LIST (in order of priority)

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

#### **ITEMS I WILL NEED**

#### **STEPS I NEED TO TAKE**

| 1  |
|----|
| 2  |
| 3  |
| 4  |
| 5  |
| 6  |
| 7  |
| 8  |
| 9  |
| 10 |
|    |

#### HOW I WILL STAY MOTIVATED

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

| ITEMS I WILL NEED       | STEPS I NEED TO TAK |
|-------------------------|---------------------|
|                         | 1                   |
|                         | 2                   |
|                         | 3                   |
|                         | 4                   |
|                         | 5                   |
|                         | 6                   |
| END OF DAY REFLECTION   |                     |
| What worked?            |                     |
|                         |                     |
| What didn't work?       |                     |
|                         |                     |
| What needs improving?   |                     |
| ·····                   |                     |
| What is my next action? |                     |
|                         |                     |
|                         |                     |
|                         |                     |
| NOTES                   |                     |
|                         |                     |
|                         |                     |
|                         |                     |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
| 1 3                     |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEED TO T | AKE |
|-------------------------|-------------------|-----|
|                         | 1                 |     |
|                         | 2                 |     |
|                         | 3                 |     |
|                         | 4                 |     |
|                         | 5                 |     |
|                         | 6                 |     |
| END OF DAY REFLECTION   | i                 |     |
| What worked?            |                   |     |
|                         |                   |     |
| What didn't work?       |                   |     |
|                         |                   |     |
| What needs improving?   |                   |     |
| 1 5                     |                   |     |
| What is my next action? |                   |     |
|                         |                   |     |
|                         |                   |     |
|                         |                   |     |
| NOTES                   |                   |     |
|                         |                   |     |
|                         |                   |     |
|                         |                   |     |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

### TODAY's TO DO LIST (in order of priority)

| STEPS I NE | ED TO TAKE                        |
|------------|-----------------------------------|
| 1          |                                   |
| 2          |                                   |
| 3          |                                   |
| 4          |                                   |
| 5          |                                   |
| 6          |                                   |
|            |                                   |
|            |                                   |
|            |                                   |
|            |                                   |
|            |                                   |
|            |                                   |
|            |                                   |
|            |                                   |
|            |                                   |
|            |                                   |
|            |                                   |
|            |                                   |
|            |                                   |
|            |                                   |
|            |                                   |
|            |                                   |
|            | 1       2       3       4       5 |

| ITEMS I WILL NEED                          | <b>STEPS I NEED</b> | <b>STEPS I NEED TO TAKE</b> |  |
|--|---------------------|-----------------------------|--|
|  | 1                   |                             |  |
|  | 2                   |                             |  |
|  | 3                   |                             |  |
|  | 4                   |                             |  |
|  | 5                   |                             |  |
|  | 6                   |                             |  |
| What didn't work?<br>What needs improving? |                     |                             |  |
| What is my next action?                    |                     |                             |  |
| which is my next detion.                   |                     |                             |  |
|  |                     |                             |  |
|  |                     |                             |  |
| NOTES                                      |                     |                             |  |

| ITEMS I WILL NEED                     | STEPS I NEED TO T | AKE |
|---------------------------------------|-------------------|-----|
|                                       | 1                 |     |
|                                       | 2                 |     |
|                                       | 3                 |     |
|                                       | 4                 |     |
|                                       | 5                 |     |
|                                       | 6                 |     |
| END OF DAY REFLECTION<br>What worked? |                   |     |
| What didn't work?                     |                   |     |
| What needs improving?                 |                   |     |
| What is my next action?               |                   |     |
|                                       |                   |     |
| NOTES                                 |                   |     |
|                                       |                   |     |
|                                       |                   |     |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
| NOTED                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEEI</b> | Ο ΤΟ ΤΑΚΕ |
|-------------------------|---------------------|-----------|
|                         | 1                   |           |
|                         | 2                   |           |
|                         | 3                   |           |
|                         | 4                   |           |
|                         | 5                   |           |
|                         | 6                   |           |
| END OF DAY REFLECTION   |                     |           |
| What worked?            |                     |           |
|                         |                     |           |
| What didn't work?       |                     |           |
|                         |                     |           |
|                         |                     |           |
| What needs improving?   |                     |           |
|                         |                     |           |
| What is my next action? |                     |           |
|                         |                     |           |
|                         |                     |           |
|                         |                     |           |
| NOTES                   |                     |           |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
| 5                       |                             |
|                         |                             |
| Notes                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEED TO | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------|-----------------------------|--|
|                         | 1               |                             |  |
|                         | 2               |                             |  |
|                         | 3               |                             |  |
|                         | 4               |                             |  |
|                         | 5               |                             |  |
|                         | 6               |                             |  |
| END OF DAY REFLECTION   |                 |                             |  |
| What worked?            |                 |                             |  |
|                         |                 |                             |  |
| What didn't work?       |                 |                             |  |
|                         |                 |                             |  |
| What needs improving?   |                 |                             |  |
|                         |                 |                             |  |
| What is my next action? |                 |                             |  |
|                         |                 |                             |  |
|                         |                 |                             |  |
|                         |                 |                             |  |
| NOTES                   |                 |                             |  |
|                         |                 |                             |  |
|                         |                 |                             |  |
|                         |                 |                             |  |
|                         |                 |                             |  |
|                         |                 |                             |  |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| Notes                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
| 5                       |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTEC                   |                             |  |
| NOTES                   |                             |  |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED                     | <b>STEPS I NEED TO TAKE</b> |
|---------------------------------------|-----------------------------|
|                                       | 1                           |
|                                       | 2                           |
|                                       | 3                           |
|                                       | 4                           |
|                                       | 5                           |
|                                       | 6                           |
| END OF DAY REFLECTION                 |                             |
| What worked?                          |                             |
|                                       |                             |
| What didn't work?                     |                             |
|                                       |                             |
| What needs improving?                 |                             |
|                                       |                             |
| What is my next action?               |                             |
| , , , , , , , , , , , , , , , , , , , |                             |
|                                       |                             |
|                                       |                             |
| NOTES                                 |                             |
|                                       |                             |
|                                       |                             |
|                                       |                             |
|                                       |                             |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |
|-------------------------|----------------------|
|                         | 1                    |
|                         | 2                    |
|                         | 3                    |
|                         | 4                    |
|                         | 5                    |
|                         | 6                    |
| END OF DAY REFLECTION   | ''                   |
| What worked?            |                      |
|                         |                      |
| What didn't work?       |                      |
|                         |                      |
| What needs improving?   |                      |
|                         |                      |
| What is my next action? |                      |
| 5                       |                      |
|                         |                      |
| NOTEC                   |                      |
| NOTES                   |                      |
|                         |                      |
|                         |                      |
|                         |                      |
|                         |                      |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEI</b> | ED TO TAKE |
|-------------------------|--------------------|------------|
|                         | 1                  |            |
|                         | 2                  |            |
|                         | 3                  |            |
|                         | 4                  |            |
|                         | 5                  |            |
|                         | 6                  |            |
| END OF DAY REFLECTION   |                    |            |
| What worked?            |                    |            |
|                         |                    |            |
| What didn't work?       |                    |            |
|                         |                    |            |
| What needs improving?   |                    |            |
|                         |                    |            |
| What is my next action? |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |
| NOTES                   |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEED TO | TAKE |
|-------------------------|-----------------|------|
|                         | 1               |      |
|                         | 2               |      |
|                         | 3               |      |
|                         | 4               |      |
|                         | 5               |      |
|                         | 6               |      |
| END OF DAY REFLECTION   |                 |      |
| What worked?            |                 |      |
|                         |                 |      |
| What didn't work?       |                 |      |
|                         |                 |      |
| What needs improving?   |                 |      |
|                         |                 |      |
| What is my next action? |                 |      |
| what is my next action? |                 |      |
|                         |                 |      |
|                         |                 |      |
| NOTES                   |                 |      |
|                         |                 |      |
|                         |                 |      |
|                         |                 |      |
|                         |                 |      |

## "Ability is what you're capable of doing. Motivation determines what you do. Attitude determines how well FEBRUAR

# Y

- Lou Holtz

#### THIS MONTH'S TO DO LIST (in order of priority)

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

#### **ITEMS I WILL NEED**

#### **STEPS I NEED TO TAKE**

| 1  |
|----|
| 2  |
| 3  |
| 4  |
| 5  |
| 6  |
| 7  |
| 8  |
| 9  |
| 10 |
|    |

#### HOW I WILL STAY MOTIVATED

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

### TODAY's TO DO LIST (in order of priority)

#### ITEMS I WILL NEED

# STEPS I NEED TO TAKE

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
|   |  |

#### **END OF DAY REFLECTION**

| nat worked?            |  |
|------------------------|--|
| nat didn't work?       |  |
|                        |  |
| nat needs improving?   |  |
| nat is my next action? |  |
|                        |  |
|                        |  |
| NOTES                  |  |
|                        |  |
|                        |  |
|                        |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
| 5                       |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TA</b> |
|-------------------------|---------------------------|
|                         | 1                         |
|                         | 2                         |
|                         | 3                         |
|                         | 4                         |
|                         | 5                         |
|                         | 6                         |
| What didn't work?       |                           |
| What needs improving?   |                           |
| What is my next action? |                           |
|                         |                           |
|                         |                           |
| NOTES                   |                           |

| ITEMS I WILL NEED       | STEPS I NEED | TO TAKE |
|-------------------------|--------------|---------|
|                         | 1            |         |
|                         | 2            |         |
|                         | 3            |         |
|                         | 4            |         |
|                         | 5            |         |
|                         | 6            |         |
| What worked?            |              |         |
| What didn't work?       |              |         |
| What needs improving?   |              |         |
| What is my next action? |              |         |
|                         |              |         |
|                         |              |         |
| NOTES                   |              |         |
| NOTES                   |              |         |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE | Ξ |
|-------------------------|----------------------|---|
|                         | 1                    |   |
|                         | 2                    |   |
|                         | 3                    |   |
|                         | 4                    |   |
|                         | 5                    |   |
|                         | 6                    |   |
| END OF DAY REFLECTION   |                      |   |
| What worked?            |                      |   |
|                         |                      |   |
| What didn't work?       |                      |   |
|                         |                      |   |
| What needs improving?   |                      |   |
| what needs improving:   |                      |   |
|                         |                      |   |
| What is my next action? |                      |   |
|                         |                      |   |
|                         |                      |   |
|                         |                      |   |
| NOTES                   |                      |   |
| NOTES                   |                      |   |
| NOTES                   |                      |   |

| ITEMS I WILL NEED       | STEPS I N | EED TO TAKE |
|-------------------------|-----------|-------------|
|                         | 1         |             |
|                         | 2         |             |
|                         | 3         |             |
|                         | 4         |             |
|                         | 5         |             |
|                         | 6         |             |
| END OF DAY REFLECTION   |           |             |
| What worked?            |           |             |
|                         |           |             |
| What didn't work?       |           |             |
|                         |           |             |
| What needs improving?   |           |             |
|                         |           |             |
| What is my next action? |           |             |
|                         |           |             |
|                         |           |             |
| NOTES                   |           |             |
| NOTES                   |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |

| 1         2         3         4         5         6 |  |
|---|--|
| 3<br>4<br>5   |  |
| 4<br>5  |  |
| 5   |  |
|   |  |
| 6   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |
|-------------------------|----------------------|
|                         | 1                    |
|                         | 2                    |
|                         | 3                    |
|                         | 4                    |
|                         | 5                    |
|                         | 6                    |
| END OF DAY REFLECTION   |                      |
| What worked?            |                      |
|                         |                      |
| What didn't work?       |                      |
|                         |                      |
| What needs improving?   |                      |
| what needs improving.   |                      |
| What is my payt action? |                      |
| What is my next action? |                      |
|                         |                      |
|                         |                      |
| NOTES                   |                      |
|                         |                      |
|                         |                      |
|                         |                      |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
| 5                       |                             |
|                         |                             |
| NOTEO                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
| 5                       |                             |
|                         |                             |
| Note                    |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   | · _ ·                       |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STE | PS I NEED TO TAKE |
|-------------------------|-----|-------------------|
|                         | 1   |                   |
|                         | 2   |                   |
|                         | 3   |                   |
|                         | 4   |                   |
|                         | 5   |                   |
|                         | 6   |                   |
| END OF DAY REFLECTION   |     |                   |
| What worked?            |     |                   |
|                         |     |                   |
| What didn't work?       |     |                   |
|                         |     |                   |
| What needs improving?   |     |                   |
|                         |     |                   |
| What is my next action? |     |                   |
|                         |     |                   |
|                         |     |                   |
| NOTES                   |     |                   |
|                         |     |                   |
|                         |     |                   |
|                         |     |                   |
|                         |     |                   |
|                         |     |                   |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |
|-------------------------|----------------------|
|                         | 1                    |
|                         | 2                    |
|                         | 3                    |
|                         | 4                    |
|                         | 5                    |
|                         | 6                    |
| END OF DAY REFLECTION   |                      |
| What worked?            |                      |
|                         |                      |
| What didn't work?       |                      |
|                         |                      |
| What needs improving?   |                      |
|                         |                      |
| What is my next action? |                      |
|                         |                      |
|                         |                      |
| NOTES                   |                      |
|                         |                      |
|                         |                      |
|                         |                      |
|                         |                      |
|                         |                      |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
| ,<br>,                  |                             |
|                         |                             |
| NOTES                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
| 1 5                     |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | STEPS I NE | ED TO TAKE |
|-------------------------|------------|------------|
|                         | 1          |            |
|                         | 2          |            |
|                         | 3          |            |
|                         | 4          |            |
|                         | 5          |            |
|                         | 6          |            |
| END OF DAY REFLECTION   |            |            |
| What worked?            |            |            |
|                         |            |            |
| What didn't work?       |            |            |
|                         |            |            |
| What needs improving?   |            |            |
|                         |            |            |
| What is my next action? |            |            |
|                         |            |            |
|                         |            |            |
| NOTES                   |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEED TO | ТАКЕ |
|-------------------------|-----------------|------|
|                         | 1               |      |
|                         | 2               |      |
|                         | 3               |      |
|                         | 4               |      |
|                         | 5               |      |
|                         | 6               |      |
| END OF DAY REFLECTION   | ·               |      |
| What worked?            |                 |      |
|                         |                 |      |
| What didn't work?       |                 |      |
|                         |                 |      |
| What needs improving?   |                 |      |
|                         |                 |      |
| What is my next action? |                 |      |
|                         |                 |      |
|                         |                 |      |
| Notes                   |                 |      |
| NOTES                   |                 |      |
|                         |                 |      |
|                         |                 |      |
|                         |                 |      |
|                         |                 |      |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED                      | <b>STEPS I NEED TO TAK</b> | E |
|--|----------------------------|---|
|  | 1                          |   |
|  | 2                          |   |
|  | 3                          |   |
|  | 4                          |   |
|  | 5                          |   |
|  | 6                          |   |
| END OF DAY REFLECTION                  |                            |   |
| What worked?                           |                            |   |
|  |                            |   |
| What didn't work?                      |                            |   |
|  |                            |   |
| What needs improving?                  |                            |   |
| ······································ |                            |   |
| What is my next action?                |                            |   |
|  |                            |   |
|  |                            |   |
|  |                            |   |
| NOTES                                  |                            |   |
|  |                            |   |
|  |                            |   |
|  |                            |   |
|  |                            |   |
|  |                            |   |

| ITEMS I WILL NEED       | STEPS I NEED TO TAK | (E |
|-------------------------|---------------------|----|
|                         | 1                   |    |
|                         | 2                   |    |
|                         | 3                   |    |
|                         | 4                   |    |
|                         | 5                   |    |
|                         | 6                   |    |
| END OF DAY REFLECTION   |                     |    |
| What worked?            |                     |    |
|                         |                     |    |
| What didn't work?       |                     |    |
|                         |                     |    |
| What needs improving?   |                     |    |
|                         |                     |    |
| What is my next action? |                     |    |
| 5                       |                     |    |
|                         |                     |    |
| NOTES                   |                     |    |
| NOTES                   |                     |    |
|                         |                     |    |
|                         |                     |    |
|                         |                     |    |
|                         |                     |    |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
| 5                       |                             |
|                         |                             |
| NOTEC                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEED TO | ТАКЕ |
|-------------------------|-----------------|------|
|                         | 1               |      |
|                         | 2               |      |
|                         | 3               |      |
|                         | 4               |      |
|                         | 5               |      |
|                         | 6               |      |
| END OF DAY REFLECTION   | ·               |      |
| What worked?            |                 |      |
|                         |                 |      |
| What didn't work?       |                 |      |
|                         |                 |      |
| What needs improving?   |                 |      |
|                         |                 |      |
| What is my next action? |                 |      |
|                         |                 |      |
|                         |                 |      |
| Notes                   |                 |      |
| NOTES                   |                 |      |
|                         |                 |      |
|                         |                 |      |
|                         |                 |      |
|                         |                 |      |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| Notes                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

#### "People often say that motivation doesn't last. Well, neither does bathing - that's why we recommend it daily. "

# MARCH

- Zig Ziglar

#### THIS MONTH'S TO DO LIST (in order of priority)

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

#### **ITEMS I WILL NEED**

#### **STEPS I NEED TO TAKE**

| 1  |
|----|
| 2  |
| 3  |
| 4  |
| 5  |
| 6  |
| 7  |
| 8  |
| 9  |
| 10 |
|    |

#### HOW I WILL STAY MOTIVATED

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

## TODAY's TO DO LIST (in order of priority)

#### ITEMS I WILL NEED

# STEPS I NEED TO TAKE

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
|   |  |

#### END OF DAY REFLECTION

| What worked?            |
|-------------------------|
| What didn't work?       |
|                         |
| What needs improving?   |
|                         |
| What is my next action? |
|                         |
| NOTES                   |
|                         |
|                         |
|                         |
|                         |

**Get It Done Planner** 

| ITEMS I WILL NEED       | STE | PS I NEED TO TAKE |
|-------------------------|-----|-------------------|
|                         | 1   |                   |
|                         | 2   |                   |
|                         | 3   |                   |
|                         | 4   |                   |
|                         | 5   |                   |
|                         | 6   |                   |
| END OF DAY REFLECTION   |     |                   |
| What worked?            |     |                   |
|                         |     |                   |
| What didn't work?       |     |                   |
|                         |     |                   |
| What needs improving?   |     |                   |
|                         |     |                   |
| What is my next action? |     |                   |
|                         |     |                   |
|                         |     |                   |
| NOTES                   |     |                   |
| NOTES                   |     |                   |
|                         |     |                   |
|                         |     |                   |
|                         |     |                   |
|                         |     |                   |

| ITEMS I WILL NEED       | STEPS I NEED TO TA | AKE |
|-------------------------|--------------------|-----|
|                         | 1                  |     |
|                         | 2                  |     |
|                         | 3                  |     |
|                         | 4                  |     |
|                         | 5                  |     |
|                         | 6                  |     |
| END OF DAY REFLECTION   |                    |     |
| What worked?            |                    |     |
|                         |                    |     |
| What didn't work?       |                    |     |
|                         |                    |     |
| What needs improving?   |                    |     |
|                         |                    |     |
| What is my next action? |                    |     |
|                         |                    |     |
|                         |                    |     |
| NOTES                   |                    |     |
|                         |                    |     |
|                         |                    |     |
|                         |                    |     |
|                         |                    |     |
|                         |                    |     |

| ITEMS I WILL NEED       | STEPSIN | NEED TO TAKE |
|-------------------------|---------|--------------|
|                         | 1       |              |
|                         | 2       |              |
|                         | 3       |              |
|                         | 4       |              |
|                         | 5       |              |
|                         | 6       |              |
| END OF DAY REFLECTION   |         |              |
| What worked?            |         |              |
|                         |         |              |
| What didn't work?       |         |              |
|                         |         |              |
| What needs improving?   |         |              |
|                         |         |              |
| What is my next action? |         |              |
|                         |         |              |
|                         |         |              |
| NOTES                   |         |              |
|                         |         |              |
|                         |         |              |
|                         |         |              |
|                         |         |              |
|                         |         |              |

| ITEMS I WILL NEED       | ST | EPS I NEED TO TAKE |
|-------------------------|----|--------------------|
|                         | 1  |                    |
|                         | 2  |                    |
|                         | 3  |                    |
|                         | 4  |                    |
|                         | 5  |                    |
|                         | 6  |                    |
| END OF DAY REFLECTION   |    |                    |
| What worked?            |    |                    |
|                         |    |                    |
| What didn't work?       |    |                    |
|                         |    |                    |
| What needs improving?   |    |                    |
|                         |    |                    |
| What is my next action? |    |                    |
|                         |    |                    |
|                         |    |                    |
| NOTES                   |    |                    |
|                         |    |                    |
|                         |    |                    |
|                         |    |                    |
|                         |    |                    |
|                         |    |                    |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
| 1 3                     |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |

**Get It Done Planner** 

| ITEMS I WILL NEED   | <b>STEPS I NEED TO TAKE</b> |  |
|---|-----------------------------|--|
|   | 1                           |  |
|   | 2                           |  |
|   | 3                           |  |
|   | 4                           |  |
|   | 5                           |  |
|   | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?  |                             |  |
|   |                             |  |
|   |                             |  |
| What didn't work?   |                             |  |
| What didn't work?   |                             |  |
|   |                             |  |
|   |                             |  |
|   |                             |  |
| What needs improving?   |                             |  |
| What needs improving?   |                             |  |
| What needs improving?   |                             |  |
| What didn't work?<br>What needs improving?<br>What is my next action? |                             |  |

| ITEMS I WILL NEED       | STEPSIN | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|---------|-----------------------------|--|--|
|                         | 1       |                             |  |  |
|                         | 2       |                             |  |  |
|                         | 3       |                             |  |  |
|                         | 4       |                             |  |  |
|                         | 5       |                             |  |  |
|                         | 6       |                             |  |  |
| END OF DAY REFLECTION   |         |                             |  |  |
| What worked?            |         |                             |  |  |
|                         |         |                             |  |  |
| What didn't work?       |         |                             |  |  |
|                         |         |                             |  |  |
| What needs improving?   |         |                             |  |  |
|                         |         |                             |  |  |
| What is my next action? |         |                             |  |  |
|                         |         |                             |  |  |
|                         |         |                             |  |  |
| NOTES                   |         |                             |  |  |
|                         |         |                             |  |  |
|                         |         |                             |  |  |
|                         |         |                             |  |  |
|                         |         |                             |  |  |
|                         |         |                             |  |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |  |
|-------------------------|----------------------|--|--|
|                         | 1                    |  |  |
|                         | 2                    |  |  |
|                         | 3                    |  |  |
|                         | 4                    |  |  |
|                         | 5                    |  |  |
|                         | 6                    |  |  |
| END OF DAY REFLECTION   | <u> </u>             |  |  |
| What worked?            |                      |  |  |
|                         |                      |  |  |
| What didn't work?       |                      |  |  |
|                         |                      |  |  |
| What needs improving?   |                      |  |  |
|                         |                      |  |  |
| What is my next action? |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
| NOTES                   |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |

**Get It Done Planner** 

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

# TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEE | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-------------|-----------------------------|--|--|
|                         | 1           |                             |  |  |
|                         | 2           |                             |  |  |
|                         | 3           |                             |  |  |
|                         | 4           |                             |  |  |
|                         | 5           |                             |  |  |
|                         | 6           |                             |  |  |
| END OF DAY REFLECTION   |             |                             |  |  |
| What worked?            |             |                             |  |  |
|                         |             |                             |  |  |
| What didn't work?       |             |                             |  |  |
|                         |             |                             |  |  |
| What needs improving?   |             |                             |  |  |
|                         |             |                             |  |  |
| What is my next action? |             |                             |  |  |
|                         |             |                             |  |  |
|                         |             |                             |  |  |
| NOTES                   |             |                             |  |  |
| NOTES                   |             |                             |  |  |
|                         |             |                             |  |  |
|                         |             |                             |  |  |
|                         |             |                             |  |  |
|                         |             |                             |  |  |

# TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   | ·                           |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

# TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   | ·                           |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   | ·                           |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
| ·····                   |                             |  |  |
| What is my next action? |                             |  |  |
| what is my next action: |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
| -                       |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

# TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEE</b> | D TO TAKE |
|-------------------------|--------------------|-----------|
|                         | 1                  |           |
|                         | 2                  |           |
|                         | 3                  |           |
|                         | 4                  |           |
|                         | 5                  |           |
|                         | 6                  |           |
| END OF DAY REFLECTION   | ·                  |           |
| What worked?            |                    |           |
|                         |                    |           |
| What didn't work?       |                    |           |
|                         |                    |           |
| What needs improving?   |                    |           |
|                         |                    |           |
| What is my next action? |                    |           |
|                         |                    |           |
|                         |                    |           |
|                         |                    |           |
| NOTES                   |                    |           |

# TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEED | Ο ΤΟ ΤΑΚΕ |
|-------------------------|--------------|-----------|
|                         | 1            |           |
|                         | 2            |           |
|                         | 3            |           |
|                         | 4            |           |
|                         | 5            |           |
|                         | 6            |           |
| END OF DAY REFLECTION   |              |           |
| What worked?            |              |           |
|                         |              |           |
| What didn't work?       |              |           |
|                         |              |           |
| What needs improving?   |              |           |
|                         |              |           |
| What is my next action? |              |           |
| ,                       |              |           |
|                         |              |           |
|                         |              |           |
| NOTES                   |              |           |
|                         |              |           |
|                         |              |           |
|                         |              |           |
|                         |              |           |

# TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | STEPS I N | EED TO TAKE |
|-------------------------|-----------|-------------|
|                         | 1         |             |
|                         | 2         |             |
|                         | 3         |             |
|                         | 4         |             |
|                         | 5         |             |
|                         | 6         |             |
| END OF DAY REFLECTION   |           |             |
| What worked?            |           |             |
|                         |           |             |
| What didn't work?       |           |             |
|                         |           |             |
| What needs improving?   |           |             |
|                         |           |             |
| What is my next action? |           |             |
|                         |           |             |
|                         |           |             |
| NOTES                   |           |             |
| NOTES                   |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   |                      |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
|                         |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
| NOTES                   |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

# TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| ITEMS I WILL NEED       | STEPS | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-------|-----------------------------|--|
|                         | 1     |                             |  |
|                         | 2     |                             |  |
|                         | 3     |                             |  |
|                         | 4     |                             |  |
|                         | 5     |                             |  |
|                         | 6     |                             |  |
| END OF DAY REFLECTION   | ·     |                             |  |
| What worked?            |       |                             |  |
|                         |       |                             |  |
| What didn't work?       |       |                             |  |
|                         |       |                             |  |
| What needs improving?   |       |                             |  |
|                         |       |                             |  |
| What is my next action? |       |                             |  |
| -                       |       |                             |  |
|                         |       |                             |  |
| NOTES                   |       |                             |  |
| NOTES                   |       |                             |  |
|                         |       |                             |  |
|                         |       |                             |  |
|                         |       |                             |  |
|                         |       |                             |  |

#### "Motivation is what gets you started. Habit is what keeps you going."

# APRIL

- Jim Ryun

#### THIS MONTH'S TO DO LIST (in order of priority)

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

**STEPS I NEED TO TAKE** 

#### **ITEMS I WILL NEED**

| 1  |
|----|
| 2  |
| 3  |
| 4  |
| 5  |
| 6  |
| 7  |
| 8  |
| 9  |
| 10 |
|    |

#### HOW I WILL STAY MOTIVATED

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

# TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS | SINEED TO TAKE |
|-------------------------|-------|----------------|
|                         | 1     |                |
|                         | 2     |                |
|                         | 3     |                |
|                         | 4     |                |
|                         | 5     |                |
|                         | 6     |                |
| END OF DAY REFLECTION   |       |                |
| What worked?            |       |                |
|                         |       |                |
| What didn't work?       |       |                |
|                         |       |                |
| What needs improving?   |       |                |
| 1 3                     |       |                |
| What is my next action? |       |                |
|                         |       |                |
|                         |       |                |
|                         |       |                |
| NOTES                   |       |                |
|                         |       |                |
|                         |       |                |
|                         |       |                |
|                         |       |                |
|                         |       |                |

# TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STE | EPS I NEED TO TAKE |
|-------------------------|-----|--------------------|
|                         | 1   |                    |
|                         | 2   |                    |
|                         | 3   |                    |
|                         | 4   |                    |
|                         | 5   |                    |
|                         | 6   |                    |
| END OF DAY REFLECTION   |     |                    |
| What worked?            |     |                    |
|                         |     |                    |
| What didn't work?       |     |                    |
|                         |     |                    |
| What needs improving?   |     |                    |
|                         |     |                    |
| What is my next action? |     |                    |
|                         |     |                    |
|                         |     |                    |
| NOTES                   |     |                    |
|                         |     |                    |
|                         |     |                    |
|                         |     |                    |
|                         |     |                    |
|                         |     |                    |

| ITEMS I WILL NEED       | STEPS I NEED 1 | <b>O TAKE</b> |
|-------------------------|----------------|---------------|
|                         | 1              |               |
|                         | 2              |               |
|                         | 3              |               |
|                         | 4              |               |
|                         | 5              |               |
|                         | 6              |               |
| END OF DAY REFLECTION   |                |               |
| What worked?            |                |               |
|                         |                |               |
| What didn't work?       |                |               |
|                         |                |               |
| What needs improving?   |                |               |
| tinat needs improving.  |                |               |
|                         |                |               |
| Mbat is my port action? |                |               |
| What is my next action? |                |               |
| What is my next action? |                |               |
| What is my next action? |                |               |
| What is my next action? |                |               |
|                         |                |               |
|                         |                |               |
|                         |                |               |
| What is my next action? |                |               |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| What didn't work?       |                             |
| What needs improving?   |                             |
| What is my next action? |                             |
|                         |                             |
| NOTES                   |                             |

| ITEMS I WILL NEED       | STEPS I N | EED TO TAKE |
|-------------------------|-----------|-------------|
|                         | 1         |             |
|                         | 2         |             |
|                         | 3         |             |
|                         | 4         |             |
|                         | 5         |             |
|                         | 6         |             |
| END OF DAY REFLECTION   |           |             |
| What worked?            |           |             |
|                         |           |             |
| What didn't work?       |           |             |
|                         |           |             |
| What needs improving?   |           |             |
|                         |           |             |
| What is my next action? |           |             |
|                         |           |             |
|                         |           |             |
| NOTES                   |           |             |
| NOTES                   |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |

| ITEMS I WILL NEED       | STEPS I NEEL | Ο ΤΟ ΤΑΚΕ |
|-------------------------|--------------|-----------|
|                         | 1            |           |
|                         | 2            |           |
|                         | 3            |           |
|                         | 4            |           |
|                         | 5            |           |
|                         | 6            |           |
| END OF DAY REFLECTION   |              |           |
| What worked?            |              |           |
|                         |              |           |
| What didn't work?       |              |           |
|                         |              |           |
| What needs improving?   |              |           |
|                         |              |           |
| What is my next action? |              |           |
|                         |              |           |
|                         |              |           |
|                         |              |           |
| NOTES                   |              |           |
|                         |              |           |
|                         |              |           |
|                         |              |           |
|                         |              |           |
|                         |              |           |

| 1   2   3   4   5   6   What worked? What didn't work? What needs improving? What is my next action?                                       |  |
|--|--|
| 3         4         5         6         END OF DAY REFLECTION         What worked?         What didn't work?         What needs improving? |  |
| 4         5         6         END OF DAY REFLECTION         What worked?         Vhat didn't work?         Vhat needs improving?           |  |
| 5         6         END OF DAY REFLECTION         What worked?         What didn't work?         What needs improving?                     |  |
| 6         END OF DAY REFLECTION         What worked?         Vhat didn't work?         What needs improving?                               |  |
| END OF DAY REFLECTION<br>Vhat worked?<br>Vhat didn't work?<br>Vhat needs improving?  |  |
| Vhat worked?<br>Vhat didn't work?<br>Vhat needs improving?   |  |
| What didn't work?<br>What needs improving?   |  |
| What needs improving?  |  |
| What needs improving?  |  |
|  |  |
|  |  |
|  |  |
| Vhat is my next action?  |  |
| אוומנ וא ווא וופאר מכנוטוו:  |  |
|  |  |
|  |  |
|  |  |
| NOTES  |  |
|  |  |
|  |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |   |
|-------------------------|-----------------------------|---|
|                         | 1                           |   |
|                         | 2                           |   |
|                         | 3                           |   |
|                         | 4                           |   |
|                         | 5                           |   |
|                         | 6                           |   |
| END OF DAY REFLECTION   |                             |   |
| What worked?            |                             |   |
|                         |                             |   |
| What didn't work?       |                             |   |
|                         |                             |   |
| What needs improving?   |                             |   |
|                         |                             |   |
| What is my next action? |                             |   |
|                         |                             |   |
|                         |                             |   |
| NOTES                   |                             | ٦ |
|                         |                             |   |
|                         |                             |   |
|                         |                             |   |
|                         |                             |   |
|                         |                             |   |

# TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   | i                           |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| Notes                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | STEPS I NE | ED TO TAKE |
|-------------------------|------------|------------|
|                         | 1          |            |
|                         | 2          |            |
|                         | 3          |            |
|                         | 4          |            |
|                         | 5          |            |
|                         | 6          |            |
| END OF DAY REFLECTION   |            |            |
| What worked?            |            |            |
|                         |            |            |
| What didn't work?       |            |            |
|                         |            |            |
| What needs improving?   |            |            |
|                         |            |            |
| What is my next action? |            |            |
|                         |            |            |
|                         |            |            |
| NOTES                   |            |            |
| NOTES                   |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | STEPS I NE | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|------------|-----------------------------|--|
|                         | 1          |                             |  |
|                         | 2          |                             |  |
|                         | 3          |                             |  |
|                         | 4          |                             |  |
|                         | 5          |                             |  |
|                         | 6          |                             |  |
| END OF DAY REFLECTION   |            |                             |  |
| What worked?            |            |                             |  |
|                         |            |                             |  |
| What didn't work?       |            |                             |  |
|                         |            |                             |  |
| What needs improving?   |            |                             |  |
|                         |            |                             |  |
| What is my next action? |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |
| NOTES                   |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |  |
|-------------------------|----------------------|--|--|
|                         | 1                    |  |  |
|                         | 2                    |  |  |
|                         | 3                    |  |  |
|                         | 4                    |  |  |
|                         | 5                    |  |  |
|                         | 6                    |  |  |
| END OF DAY REFLECTION   |                      |  |  |
| What worked?            |                      |  |  |
|                         |                      |  |  |
| What didn't work?       |                      |  |  |
|                         |                      |  |  |
| What needs improving?   |                      |  |  |
|                         |                      |  |  |
| What is my next action? |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
| NOTES                   |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

109

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | STEPS I NEED TO | ) TAKE |
|-------------------------|-----------------|--------|
|                         | 1               |        |
|                         | 2               |        |
|                         | 3               |        |
|                         | 4               |        |
|                         | 5               |        |
|                         | 6               |        |
| END OF DAY REFLECTION   |                 |        |
| What worked?            |                 |        |
|                         |                 |        |
| What didn't work?       |                 |        |
|                         |                 |        |
| What needs improving?   |                 |        |
|                         |                 |        |
| What is my next action? |                 |        |
|                         |                 |        |
|                         |                 |        |
| NOTEC                   |                 |        |
| NOTES                   |                 |        |
|                         |                 |        |
|                         |                 |        |
|                         |                 |        |
|                         |                 |        |
|                         |                 |        |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

#### "Motivation will always beat mere talent. "

- Norman Ralph Augustine



#### THIS MONTH'S TO DO LIST (in order of priority)

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

#### **ITEMS I WILL NEED**

#### **STEPS I NEED TO TAKE**

| 1  |  |
|----|--|
| 2  |  |
| 3  |  |
| 4  |  |
| 5  |  |
| 6  |  |
| 7  |  |
| 8  |  |
| 9  |  |
| 10 |  |
|    |  |

#### HOW I WILL STAY MOTIVATED

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
| ,                       |                             |  |  |
|                         |                             |  |  |
| 10750                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

**Get It Done Planner** 

| ITEMS I WILL NEED       | STEPS I NI | EED TO TAKE |
|-------------------------|------------|-------------|
|                         | 1          |             |
|                         | 2          |             |
|                         | 3          |             |
|                         | 4          |             |
|                         | 5          |             |
|                         | 6          |             |
| END OF DAY REFLECTION   |            |             |
| What worked?            |            |             |
|                         |            |             |
| What didn't work?       |            |             |
|                         |            |             |
| What needs improving?   |            |             |
|                         |            |             |
| What is my next action? |            |             |
|                         |            |             |
|                         |            |             |
| NOTES                   |            |             |
|                         |            |             |
|                         |            |             |
|                         |            |             |
|                         |            |             |
|                         |            |             |

| ITEMS I WILL NEED       | STEP | S I NEED TO TAKE |
|-------------------------|------|------------------|
|                         | 1    |                  |
|                         | 2    |                  |
|                         | 3    |                  |
|                         | 4    |                  |
|                         | 5    |                  |
|                         | 6    |                  |
| END OF DAY REFLECTION   |      |                  |
| What worked?            |      |                  |
|                         |      |                  |
| What didn't work?       |      |                  |
|                         |      |                  |
| What needs improving?   |      |                  |
|                         |      |                  |
| What is my next action? |      |                  |
| 5                       |      |                  |
|                         |      |                  |
| NOTEO                   |      |                  |
| NOTES                   |      |                  |
|                         |      |                  |
|                         |      |                  |
|                         |      |                  |
|                         |      |                  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   | i                           |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   | i                           |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | STEPS I NEED | ΤΟ ΤΑΚΕ |
|-------------------------|--------------|---------|
|                         | 1            |         |
|                         | 2            |         |
|                         | 3            |         |
|                         | 4            |         |
|                         | 5            |         |
|                         | 6            |         |
| END OF DAY REFLECTION   |              |         |
| What worked?            |              |         |
|                         |              |         |
| What didn't work?       |              |         |
|                         |              |         |
| What needs improving?   |              |         |
|                         |              |         |
| What is my next action? |              |         |
|                         |              |         |
|                         |              |         |
| NOTES                   |              |         |
| NOTES                   |              |         |
|                         |              |         |
|                         |              |         |
|                         |              |         |
|                         |              |         |

| ITEMS I WILL NEED       | STEPS I N | EED TO TAKE |
|-------------------------|-----------|-------------|
|                         | 1         |             |
|                         | 2         |             |
|                         | 3         |             |
|                         | 4         |             |
|                         | 5         |             |
|                         | 6         |             |
| END OF DAY REFLECTION   |           |             |
| What worked?            |           |             |
|                         |           |             |
| What didn't work?       |           |             |
|                         |           |             |
| What needs improving?   |           |             |
|                         |           |             |
| What is my next action? |           |             |
|                         |           |             |
|                         |           |             |
| NOTES                   |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |

| ITEMS I WILL NEED       | STEPS I N | EED TO TAKE |
|-------------------------|-----------|-------------|
|                         | 1         |             |
|                         | 2         |             |
|                         | 3         |             |
|                         | 4         |             |
|                         | 5         |             |
|                         | 6         |             |
| END OF DAY REFLECTION   |           |             |
| What worked?            |           |             |
|                         |           |             |
| What didn't work?       |           |             |
|                         |           |             |
| What needs improving?   |           |             |
|                         |           |             |
| What is my next action? |           |             |
|                         |           |             |
|                         |           |             |
| NOTES                   |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |

| ITEMS I WILL NEED       | STEPS I NEE | D TO TAKE |
|-------------------------|-------------|-----------|
|                         | 1           |           |
|                         | 2           |           |
|                         | 3           |           |
|                         | 4           |           |
|                         | 5           |           |
|                         | 6           |           |
| END OF DAY REFLECTION   | i           |           |
| What worked?            |             |           |
|                         |             |           |
| What didn't work?       |             |           |
|                         |             |           |
| What needs improving?   |             |           |
|                         |             |           |
| What is my next action? |             |           |
|                         |             |           |
|                         |             |           |
| Notes                   |             |           |
| NOTES                   |             |           |
|                         |             |           |
|                         |             |           |
|                         |             |           |
|                         |             |           |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | STEPS I NEE | ED TO TAKE |
|-------------------------|-------------|------------|
|                         | 1           |            |
|                         | 2           |            |
|                         | 3           |            |
|                         | 4           |            |
|                         | 5           |            |
|                         | 6           |            |
| END OF DAY REFLECTION   |             |            |
| What worked?            |             |            |
|                         |             |            |
| What didn't work?       |             |            |
|                         |             |            |
| What needs improving?   |             |            |
|                         |             |            |
| What is my next action? |             |            |
|                         |             |            |
|                         |             |            |
| NOTES                   |             |            |
| NOTES                   |             |            |
|                         |             |            |
|                         |             |            |
|                         |             |            |
|                         |             |            |

| ITEMS I WILL NEED       | STEPS I NE | ED TO TAKE |
|-------------------------|------------|------------|
|                         | 1          |            |
|                         | 2          |            |
|                         | 3          |            |
|                         | 4          |            |
|                         | 5          |            |
|                         | 6          |            |
| END OF DAY REFLECTION   |            |            |
| What worked?            |            |            |
|                         |            |            |
| What didn't work?       |            |            |
|                         |            |            |
| What needs improving?   |            |            |
|                         |            |            |
| What is my next action? |            |            |
|                         |            |            |
|                         |            |            |
| NOTES                   |            |            |
| NOTES                   |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |

| ITEMS I WILL NEED       | <b>STEPS I NE</b> | ED TO TAKE |
|-------------------------|-------------------|------------|
|                         | 1                 |            |
|                         | 2                 |            |
|                         | 3                 |            |
|                         | 4                 |            |
|                         | 5                 |            |
|                         | 6                 |            |
| END OF DAY REFLECTION   |                   |            |
| What worked?            |                   |            |
|                         |                   |            |
| What didn't work?       |                   |            |
|                         |                   |            |
| What needs improving?   |                   |            |
|                         |                   |            |
| What is my next action? |                   |            |
|                         |                   |            |
|                         |                   |            |
| NOTES                   |                   |            |
| NOTES                   |                   |            |
|                         |                   |            |
|                         |                   |            |
|                         |                   |            |
|                         |                   |            |

| ITEMS I WILL NEED       | STEPS I NEED | ΤΟ ΤΑΚΕ |
|-------------------------|--------------|---------|
|                         | 1            |         |
|                         | 2            |         |
|                         | 3            |         |
|                         | 4            |         |
|                         | 5            |         |
|                         | 6            |         |
| END OF DAY REFLECTION   |              |         |
| What worked?            |              |         |
|                         |              |         |
| What didn't work?       |              |         |
|                         |              |         |
| What needs improving?   |              |         |
|                         |              |         |
| What is my next action? |              |         |
|                         |              |         |
|                         |              |         |
| NOTES                   |              |         |
|                         |              |         |
|                         |              |         |
|                         |              |         |
|                         |              |         |
|                         |              |         |

| ITEMS I WILL NEED       | <b>STEPS I NEE</b> | O TO TAKE |
|-------------------------|--------------------|-----------|
|                         | 1                  |           |
|                         | 2                  |           |
|                         | 3                  |           |
|                         | 4                  |           |
|                         | 5                  |           |
|                         | 6                  |           |
| END OF DAY REFLECTION   |                    |           |
| What worked?            |                    |           |
|                         |                    |           |
| What didn't work?       |                    |           |
|                         |                    |           |
| What needs improving?   |                    |           |
|                         |                    |           |
| What is my next action? |                    |           |
| -                       |                    |           |
|                         |                    |           |
| NOTES                   |                    |           |
| NOTES                   |                    |           |
|                         |                    |           |
|                         |                    |           |
|                         |                    |           |
|                         |                    |           |

| ITEMS I WILL NEED       | STEPS I NEED TO | TAKE |
|-------------------------|-----------------|------|
|                         | 1               |      |
|                         | 2               |      |
|                         | 3               |      |
|                         | 4               |      |
|                         | 5               |      |
|                         | 6               |      |
| END OF DAY REFLECTION   |                 |      |
| What worked?            |                 |      |
|                         |                 |      |
| What didn't work?       |                 |      |
|                         |                 |      |
| What needs improving?   |                 |      |
|                         |                 |      |
| What is my next action? |                 |      |
|                         |                 |      |
|                         |                 |      |
|                         |                 |      |
| NOTES                   |                 |      |
|                         |                 |      |
|                         |                 |      |
|                         |                 |      |
|                         |                 |      |
|                         |                 |      |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

**Get It Done Planner** 

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | STEPS I NE | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|------------|-----------------------------|--|
|                         | 1          |                             |  |
|                         | 2          |                             |  |
|                         | 3          |                             |  |
|                         | 4          |                             |  |
|                         | 5          |                             |  |
|                         | 6          |                             |  |
| END OF DAY REFLECTION   |            |                             |  |
| What worked?            |            |                             |  |
|                         |            |                             |  |
| What didn't work?       |            |                             |  |
|                         |            |                             |  |
| What needs improving?   |            |                             |  |
|                         |            |                             |  |
| What is my next action? |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |
| NOTES                   |            |                             |  |
| NOTES                   |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | STEPS I NE | ED TO TAKE |
|-------------------------|------------|------------|
|                         | 1          |            |
|                         | 2          |            |
|                         | 3          |            |
|                         | 4          |            |
|                         | 5          |            |
|                         | 6          |            |
| END OF DAY REFLECTION   |            |            |
| What worked?            |            |            |
|                         |            |            |
| What didn't work?       |            |            |
|                         |            |            |
| What needs improving?   |            |            |
|                         |            |            |
| What is my next action? |            |            |
|                         |            |            |
|                         |            |            |
| NOTES                   |            |            |
| NOTES                   |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |

| ITEMS I WILL NEED       | <b>STEPS I NEI</b> | ED TO TAKE |
|-------------------------|--------------------|------------|
|                         | 1                  |            |
|                         | 2                  |            |
|                         | 3                  |            |
|                         | 4                  |            |
|                         | 5                  |            |
|                         | 6                  |            |
| END OF DAY REFLECTION   |                    |            |
| What worked?            |                    |            |
|                         |                    |            |
| What didn't work?       |                    |            |
|                         |                    |            |
| What needs improving?   |                    |            |
|                         |                    |            |
| What is my next action? |                    |            |
|                         |                    |            |
|                         |                    |            |
| NOTES                   |                    |            |
| NOTES                   |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |

| 1         2         3         4         5         6 |  |
|---|--|
| 3<br>4<br>5   |  |
| 4<br>5  |  |
| 5   |  |
|   |  |
| 6   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
| -   |  |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| ITEMS I WILL NEED       | STEPS I NE | ED TO TAKE |
|-------------------------|------------|------------|
|                         | 1          |            |
|                         | 2          |            |
|                         | 3          |            |
|                         | 4          |            |
|                         | 5          |            |
|                         | 6          |            |
| END OF DAY REFLECTION   |            |            |
| What worked?            |            |            |
|                         |            |            |
| What didn't work?       |            |            |
|                         |            |            |
| What needs improving?   |            |            |
|                         |            |            |
| What is my next action? |            |            |
|                         |            |            |
|                         |            |            |
| NOTES                   |            |            |
| NOTES                   |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
| -                       |                             |
|                         |                             |
| NOTES                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| ITEMS I WILL NEED       | <b>STEPS I NEI</b> | ED TO TAKE |
|-------------------------|--------------------|------------|
|                         | 1                  |            |
|                         | 2                  |            |
|                         | 3                  |            |
|                         | 4                  |            |
|                         | 5                  |            |
|                         | 6                  |            |
| END OF DAY REFLECTION   |                    |            |
| What worked?            |                    |            |
|                         |                    |            |
| What didn't work?       |                    |            |
|                         |                    |            |
| What needs improving?   |                    |            |
|                         |                    |            |
| What is my next action? |                    |            |
|                         |                    |            |
|                         |                    |            |
| NOTES                   |                    |            |
| NOTES                   |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |

| ITEMS I WILL NEED       | STEPS I NEED TO | ) TAKE |
|-------------------------|-----------------|--------|
|                         | 1               |        |
|                         | 2               |        |
|                         | 3               |        |
|                         | 4               |        |
|                         | 5               |        |
|                         | 6               |        |
| END OF DAY REFLECTION   |                 |        |
| What worked?            |                 |        |
|                         |                 |        |
| What didn't work?       |                 |        |
|                         |                 |        |
| What needs improving?   |                 |        |
|                         |                 |        |
| What is my next action? |                 |        |
|                         |                 |        |
|                         |                 |        |
| NOTEC                   |                 |        |
| NOTES                   |                 |        |
|                         |                 |        |
|                         |                 |        |
|                         |                 |        |
|                         |                 |        |
|                         |                 |        |

# "A champion needs a motivation above and beyond winning. "

## JUNE

- Pat Riley

#### THIS MONTH'S TO DO LIST (in order of priority)

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

**STEPS I NEED TO TAKE** 

#### **ITEMS I WILL NEED**

| 1  |
|----|
| 2  |
| 3  |
| 4  |
| 5  |
| 6  |
| 7  |
| 8  |
| 9  |
| 10 |
|    |

#### HOW I WILL STAY MOTIVATED

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

#### TODAY's TO DO LIST (in order of priority)

#### ITEMS I WILL NEED

# STEPS I NEED TO TAKE1

| 2 |  |
|---|--|
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |

#### END OF DAY REFLECTION

| What worked?            |
|-------------------------|
| What didn't work?       |
|                         |
| What needs improving?   |
|                         |
| What is my next action? |
|                         |
| NOTES                   |
|                         |
|                         |
|                         |
|                         |

#### TODAY's TO DO LIST (in order of priority)

#### ITEMS I WILL NEED

#### **STEPS I NEED TO TAKE**

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |

#### **END OF DAY REFLECTION**

| nat worked?            |   |
|------------------------|---|
| nat didn't work?       |   |
|                        |   |
| nat needs improving?   |   |
| act is my payt action? |   |
| nat is my next action? |   |
|                        |   |
| NOTES                  | ] |
|                        |   |
|                        |   |
|                        |   |
|                        |   |

**Get It Done Planner** 

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   | <u> </u>                    |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NULES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | STEPS I NEED | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|--------------|-----------------------------|--|
|                         | 1            |                             |  |
|                         | 2            |                             |  |
|                         | 3            |                             |  |
|                         | 4            |                             |  |
|                         | 5            |                             |  |
|                         | 6            |                             |  |
| END OF DAY REFLECTION   |              |                             |  |
| What worked?            |              |                             |  |
|                         |              |                             |  |
| What didn't work?       |              |                             |  |
|                         |              |                             |  |
| What needs improving?   |              |                             |  |
|                         |              |                             |  |
| What is my next action? |              |                             |  |
| -                       |              |                             |  |
|                         |              |                             |  |
| NOTES                   |              |                             |  |
| NOTES                   |              |                             |  |
|                         |              |                             |  |
|                         |              |                             |  |
|                         |              |                             |  |
|                         |              |                             |  |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   |                      |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
|                         |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | STEPS I N | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------|-----------------------------|--|
|                         | 1         |                             |  |
|                         | 2         |                             |  |
|                         | 3         |                             |  |
|                         | 4         |                             |  |
|                         | 5         |                             |  |
|                         | 6         |                             |  |
| END OF DAY REFLECTION   |           |                             |  |
| What worked?            |           |                             |  |
|                         |           |                             |  |
| What didn't work?       |           |                             |  |
|                         |           |                             |  |
| What needs improving?   |           |                             |  |
|                         |           |                             |  |
| What is my next action? |           |                             |  |
|                         |           |                             |  |
|                         |           |                             |  |
| NOTES                   |           |                             |  |
|                         |           |                             |  |
|                         |           |                             |  |
|                         |           |                             |  |
|                         |           |                             |  |
|                         |           |                             |  |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   | i                    |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
|                         |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
| Notes                   |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

| ITEMS I WILL NEED       | STEPS I NEED | ΤΟ ΤΑΚΕ |
|-------------------------|--------------|---------|
|                         | 1            |         |
|                         | 2            |         |
|                         | 3            |         |
|                         | 4            |         |
|                         | 5            |         |
|                         | 6            |         |
| END OF DAY REFLECTION   |              |         |
| What worked?            |              |         |
|                         |              |         |
| What didn't work?       |              |         |
|                         |              |         |
| What needs improving?   |              |         |
|                         |              |         |
| What is my next action? |              |         |
|                         |              |         |
|                         |              |         |
| NOTES                   |              |         |
|                         |              |         |
|                         |              |         |
|                         |              |         |
|                         |              |         |
|                         |              |         |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   |                      |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
|                         |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
| NOTES                   |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   |                      |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
|                         |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
| NOTES                   |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   |                      |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
|                         |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
| NOTES                   |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   |                      |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
|                         |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   |                      |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
|                         |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
| NOTES                   |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | STEPS I NEED TO | ) TAKE |
|-------------------------|-----------------|--------|
|                         | 1               |        |
|                         | 2               |        |
|                         | 3               |        |
|                         | 4               |        |
|                         | 5               |        |
|                         | 6               |        |
| END OF DAY REFLECTION   |                 |        |
| What worked?            |                 |        |
|                         |                 |        |
| What didn't work?       |                 |        |
|                         |                 |        |
| What needs improving?   |                 |        |
|                         |                 |        |
| What is my next action? |                 |        |
|                         |                 |        |
|                         |                 |        |
| NOTEC                   |                 |        |
| NOTES                   |                 |        |
|                         |                 |        |
|                         |                 |        |
|                         |                 |        |
|                         |                 |        |
|                         |                 |        |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   |                      |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
|                         |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
| NOTES                   |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

|   | ΤΟ ΤΑΚΕ           |
|---|-------------------|
| 1 |                   |
| 2 |                   |
| 3 |                   |
| 4 |                   |
| 5 |                   |
| 6 |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   | 3       4       5 |

|   | ΤΟ ΤΑΚΕ           |
|---|-------------------|
| 1 |                   |
| 2 |                   |
| 3 |                   |
| 4 |                   |
| 5 |                   |
| 6 |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   |                   |
|   | 3       4       5 |

| ITEMS I WILL NEED       | STEPS I NE | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|------------|-----------------------------|--|
|                         | 1          |                             |  |
|                         | 2          |                             |  |
|                         | 3          |                             |  |
|                         | 4          |                             |  |
|                         | 5          |                             |  |
|                         | 6          |                             |  |
| END OF DAY REFLECTION   |            |                             |  |
| What worked?            |            |                             |  |
|                         |            |                             |  |
| What didn't work?       |            |                             |  |
|                         |            |                             |  |
| What needs improving?   |            |                             |  |
|                         |            |                             |  |
| What is my next action? |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |
| NOTES                   |            |                             |  |
| NOTES                   |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| ITEMS I WILL NEED       | STEPS I NE | ED TO TAKE |
|-------------------------|------------|------------|
|                         | 1          |            |
|                         | 2          |            |
|                         | 3          |            |
|                         | 4          |            |
|                         | 5          |            |
|                         | 6          |            |
| END OF DAY REFLECTION   |            |            |
| What worked?            |            |            |
|                         |            |            |
| What didn't work?       |            |            |
|                         |            |            |
| What needs improving?   |            |            |
|                         |            |            |
| What is my next action? |            |            |
|                         |            |            |
|                         |            |            |
| NOTES                   |            |            |
| NOTES                   |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

#### "I'll always use the negativity as more motivation to work even harder and become even stronger. "

# JULY

- Tim Tebow

#### THIS MONTH'S TO DO LIST (in order of priority)

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

**STEPS I NEED TO TAKE** 

#### **ITEMS I WILL NEED**

| 1  |
|----|
| 2  |
| 3  |
| 4  |
| 5  |
| 6  |
| 7  |
| 8  |
| 9  |
| 10 |
|    |

#### HOW I WILL STAY MOTIVATED

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

| ITEMS I WILL NEED       | STE | PS I NEED TO TAKE |
|-------------------------|-----|-------------------|
|                         | 1   |                   |
|                         | 2   |                   |
|                         | 3   |                   |
|                         | 4   |                   |
|                         | 5   |                   |
|                         | 6   |                   |
| END OF DAY REFLECTION   |     |                   |
| What worked?            |     |                   |
|                         |     |                   |
| What didn't work?       |     |                   |
|                         |     |                   |
| What needs improving?   |     |                   |
|                         |     |                   |
| What is my next action? |     |                   |
|                         |     |                   |
|                         |     |                   |
| NOTES                   |     |                   |
|                         |     |                   |
|                         |     |                   |
|                         |     |                   |
|                         |     |                   |
|                         |     |                   |

| ITEMS I WILL NEED       | STEPS I NI | EED TO TAKE |
|-------------------------|------------|-------------|
|                         | 1          |             |
|                         | 2          |             |
|                         | 3          |             |
|                         | 4          |             |
|                         | 5          |             |
|                         | 6          |             |
| END OF DAY REFLECTION   |            |             |
| What worked?            |            |             |
|                         |            |             |
| What didn't work?       |            |             |
|                         |            |             |
| What needs improving?   |            |             |
|                         |            |             |
| What is my next action? |            |             |
|                         |            |             |
|                         |            |             |
| NOTES                   |            |             |
|                         |            |             |
|                         |            |             |
|                         |            |             |
|                         |            |             |
|                         |            |             |

| ITEMS I WILL NEED       | STEPS I N | EED TO TAKE |
|-------------------------|-----------|-------------|
|                         | 1         |             |
|                         | 2         |             |
|                         | 3         |             |
|                         | 4         |             |
|                         | 5         |             |
|                         | 6         |             |
| END OF DAY REFLECTION   | <u> </u>  |             |
| What worked?            |           |             |
|                         |           |             |
| What didn't work?       |           |             |
|                         |           |             |
| What needs improving?   |           |             |
|                         |           |             |
| What is my next action? |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
| NOTES                   |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| what needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
| What is my next action? |                             |  |
| What is my next action? |                             |  |
| What is my next action? |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTED .                 |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   |                      |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
|                         |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

| ITEMS I WILL NEED       | STE | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----|-----------------------------|--|
|                         | 1   |                             |  |
|                         | 2   |                             |  |
|                         | 3   |                             |  |
|                         | 4   |                             |  |
|                         | 5   |                             |  |
|                         | 6   |                             |  |
| END OF DAY REFLECTION   |     |                             |  |
| What worked?            |     |                             |  |
|                         |     |                             |  |
| What didn't work?       |     |                             |  |
|                         |     |                             |  |
| What needs improving?   |     |                             |  |
|                         |     |                             |  |
| What is my next action? |     |                             |  |
|                         |     |                             |  |
|                         |     |                             |  |
| NOTES                   |     |                             |  |
| NOTES                   |     |                             |  |
|                         |     |                             |  |
|                         |     |                             |  |
|                         |     |                             |  |
|                         |     |                             |  |

| ITEMS I WILL NEED       | STEPS I NEED | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|--------------|-----------------------------|--|
|                         | 1            |                             |  |
|                         | 2            |                             |  |
|                         | 3            |                             |  |
|                         | 4            |                             |  |
|                         | 5            |                             |  |
|                         | 6            |                             |  |
| END OF DAY REFLECTION   | '            |                             |  |
| What worked?            |              |                             |  |
|                         |              |                             |  |
| What didn't work?       |              |                             |  |
|                         |              |                             |  |
| What needs improving?   |              |                             |  |
|                         |              |                             |  |
| What is my next action? |              |                             |  |
|                         |              |                             |  |
|                         |              |                             |  |
| NOTEC                   |              |                             |  |
| NOTES                   |              |                             |  |
|                         |              |                             |  |
|                         |              |                             |  |
|                         |              |                             |  |
|                         |              |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTO                    |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
| -                       |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

**Get It Done Planner** 

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

**Get It Done Planner** 

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEE | D TO TAKE |
|-------------------------|-------------|-----------|
|                         | 1           |           |
|                         | 2           |           |
|                         | 3           |           |
|                         | 4           |           |
|                         | 5           |           |
|                         | 6           |           |
| END OF DAY REFLECTION   | '           |           |
| What worked?            |             |           |
|                         |             |           |
| What didn't work?       |             |           |
|                         |             |           |
| What needs improving?   |             |           |
|                         |             |           |
| What is my next action? |             |           |
|                         |             |           |
|                         |             |           |
| NOTES                   |             |           |
| NOTES                   |             |           |
|                         |             |           |
|                         |             |           |
|                         |             |           |
|                         |             |           |

**Get It Done Planner** 

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

## TODAY's TO DO LIST (in order of priority)

| 1   2   3   4   5   6   END OF DAY REFLECTION What worked? What worked? What didn't work? What needs improving? What is my next action? NOTES                              | <b>TAKE</b> |
|--|-------------|
| 3         4         5         6         END OF DAY REFLECTION         What worked?         What didn't work?         What needs improving?         What is my next action? |             |
| 4         5         6         END OF DAY REFLECTION         What worked?         What didn't work?         What needs improving?         What is my next action?           |             |
| 5         6         END OF DAY REFLECTION         What worked?         What didn't work?         What needs improving?         What is my next action?                     |             |
| 6         END OF DAY REFLECTION         What worked?         What didn't work?         What needs improving?         What is my next action?                               |             |
| END OF DAY REFLECTION         What worked?         What didn't work?         What needs improving?         What is my next action?   |             |
| What worked?<br>What didn't work?<br>What needs improving?<br>What is my next action?  |             |
| What worked?<br>What didn't work?<br>What needs improving?<br>What is my next action?  |             |
| What needs improving?<br>What is my next action?   |             |
| What needs improving?<br>What is my next action?   |             |
| What is my next action?  |             |
| What is my next action?  |             |
| What is my next action?  |             |
|  |             |
|  |             |
| NOTES  |             |
| NOTES  |             |
| NOTES  |             |
|  |             |
|  |             |
|  |             |
|  |             |

## TODAY's TO DO LIST (in order of priority)

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

206

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   |                      |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
|                         |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
| NOTES                   |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

208

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEE</b> | D TO TAKE |
|-------------------------|--------------------|-----------|
|                         | 1                  |           |
|                         | 2                  |           |
|                         | 3                  |           |
|                         | 4                  |           |
|                         | 5                  |           |
|                         | 6                  |           |
| END OF DAY REFLECTION   | I                  |           |
| What worked?            |                    |           |
|                         |                    |           |
| What didn't work?       |                    |           |
|                         |                    |           |
| What needs improving?   |                    |           |
|                         |                    |           |
| What is my next action? |                    |           |
| what is my next action: |                    |           |
|                         |                    |           |
|                         |                    |           |
| NOTES                   |                    |           |
|                         |                    |           |
|                         |                    |           |
|                         |                    |           |
|                         |                    |           |

**Get It Done Planner** 

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   |                      |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
|                         |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
| NOTES                   |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| 10750                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

"Motivation is everything. You can do the work of two people, but you can't be two people. Instead, inspire the next guy down the line and get him to inspire his people. "

# AUGUST

- Lee lacocca

### THIS MONTH'S TO DO LIST (in order of priority)

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

### **ITEMS I WILL NEED**

.

# 1 2 3 4 5 6 7 8 9 10

### **STEPS I NEED TO TAKE**

| 1  |  |
|----|--|
| 2  |  |
| 3  |  |
| 4  |  |
| 5  |  |
| 6  |  |
| 7  |  |
| 8  |  |
| 9  |  |
| 10 |  |

### HOW I WILL STAY MOTIVATED

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

**Get It Done Planner** 

| ITEMS I WILL NEED       | STER | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|------|-----------------------------|--|--|
|                         | 1    |                             |  |  |
|                         | 2    |                             |  |  |
|                         | 3    |                             |  |  |
|                         | 4    |                             |  |  |
|                         | 5    |                             |  |  |
|                         | 6    |                             |  |  |
| END OF DAY REFLECTION   |      |                             |  |  |
| What worked?            |      |                             |  |  |
|                         |      |                             |  |  |
| What didn't work?       |      |                             |  |  |
|                         |      |                             |  |  |
| What needs improving?   |      |                             |  |  |
|                         |      |                             |  |  |
| What is my next action? |      |                             |  |  |
|                         |      |                             |  |  |
|                         |      |                             |  |  |
| NOTES                   |      |                             |  |  |
|                         |      |                             |  |  |
|                         |      |                             |  |  |
|                         |      |                             |  |  |
|                         |      |                             |  |  |
|                         |      |                             |  |  |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |  |
|-------------------------|----------------------|--|--|
|                         | 1                    |  |  |
|                         | 2                    |  |  |
|                         | 3                    |  |  |
|                         | 4                    |  |  |
|                         | 5                    |  |  |
|                         | 6                    |  |  |
| END OF DAY REFLECTION   | <u> </u>             |  |  |
| What worked?            |                      |  |  |
|                         |                      |  |  |
| What didn't work?       |                      |  |  |
|                         |                      |  |  |
| What needs improving?   |                      |  |  |
|                         |                      |  |  |
| What is my next action? |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
| NOTES                   |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |

| <b>FEMS I WILL NEED</b>                    | STEPS I NEED TO TAKE |  |
|--|----------------------|--|
|  | 1                    |  |
|  | 2                    |  |
|  | 3                    |  |
|  | 4                    |  |
|  | 5                    |  |
|  | 6                    |  |
| /hat didn't work?<br>/hat needs improving? |                      |  |
| /hat is my next action?                    |                      |  |
| NOTES                                      |                      |  |

| ITEMS I WILL NEED       | STEP | STEPS I NEED TO TAKE |  |
|-------------------------|------|----------------------|--|
|                         | 1    |                      |  |
|                         | 2    |                      |  |
|                         | 3    |                      |  |
|                         | 4    |                      |  |
|                         | 5    |                      |  |
|                         | 6    |                      |  |
| END OF DAY REFLECTION   |      |                      |  |
| What worked?            |      |                      |  |
|                         |      |                      |  |
| What didn't work?       |      |                      |  |
|                         |      |                      |  |
| What needs improving?   |      |                      |  |
|                         |      |                      |  |
| What is my next action? |      |                      |  |
|                         |      |                      |  |
|                         |      |                      |  |
| NOTES                   |      |                      |  |
|                         |      |                      |  |
|                         |      |                      |  |
|                         |      |                      |  |
|                         |      |                      |  |
|                         |      |                      |  |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   |                      |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
| 1 5                     |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |  |
|-------------------------|----------------------|--|--|
|                         | 1                    |  |  |
|                         | 2                    |  |  |
|                         | 3                    |  |  |
|                         | 4                    |  |  |
|                         | 5                    |  |  |
|                         | 6                    |  |  |
| END OF DAY REFLECTION   |                      |  |  |
| What worked?            |                      |  |  |
|                         |                      |  |  |
| What didn't work?       |                      |  |  |
|                         |                      |  |  |
| What needs improving?   |                      |  |  |
|                         |                      |  |  |
| What is my next action? |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
| NOTO                    |                      |  |  |
| NOTES                   |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |

**Get It Done Planner** 

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I N | IEED TO TAKE |
|-------------------------|-----------|--------------|
|                         | 1         |              |
|                         | 2         |              |
|                         | 3         |              |
|                         | 4         |              |
|                         | 5         |              |
|                         | 6         |              |
| END OF DAY REFLECTION   | ·         |              |
| What worked?            |           |              |
|                         |           |              |
| What didn't work?       |           |              |
|                         |           |              |
| What needs improving?   |           |              |
|                         |           |              |
| What is my next action? |           |              |
| ,<br>,                  |           |              |
|                         |           |              |
| NOTES                   |           |              |
| NOTES                   |           |              |
|                         |           |              |
|                         |           |              |
|                         |           |              |
|                         |           |              |

**Get It Done Planner** 

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   | i                           |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | STEPS I NEE | ED TO TAKE |
|-------------------------|-------------|------------|
|                         | 1           |            |
|                         | 2           |            |
|                         | 3           |            |
|                         | 4           |            |
|                         | 5           |            |
|                         | 6           |            |
| END OF DAY REFLECTION   |             |            |
| What worked?            |             |            |
|                         |             |            |
| What didn't work?       |             |            |
|                         |             |            |
| What needs improving?   |             |            |
|                         |             |            |
| What is my next action? |             |            |
|                         |             |            |
|                         |             |            |
|                         |             |            |
| NOTES                   |             |            |
|                         |             |            |
|                         |             |            |
|                         |             |            |
|                         |             |            |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| ITEMS I WILL NEED       | STEPS I NEED | ΤΟ ΤΑΚΕ |
|-------------------------|--------------|---------|
|                         | 1            |         |
|                         | 2            |         |
|                         | 3            |         |
|                         | 4            |         |
|                         | 5            |         |
|                         | 6            |         |
| END OF DAY REFLECTION   |              |         |
| What worked?            |              |         |
|                         |              |         |
| What didn't work?       |              |         |
|                         |              |         |
| What needs improving?   |              |         |
| what needs in proving.  |              |         |
| What is my payt action? |              |         |
| What is my next action? |              |         |
|                         |              |         |
|                         |              |         |
|                         |              |         |
| NOTES                   |              |         |
| NOTES                   |              |         |
| NOTES                   |              |         |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEI</b> | ED TO TAKE |
|-------------------------|--------------------|------------|
|                         | 1                  |            |
|                         | 2                  |            |
|                         | 3                  |            |
|                         | 4                  |            |
|                         | 5                  |            |
|                         | 6                  |            |
| END OF DAY REFLECTION   |                    |            |
| What worked?            |                    |            |
|                         |                    |            |
| What didn't work?       |                    |            |
|                         |                    |            |
| What needs improving?   |                    |            |
|                         |                    |            |
| What is my next action? |                    |            |
|                         |                    |            |
|                         |                    |            |
| NOTES                   |                    |            |
| NOTES                   |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEI</b> | ED TO TAKE |
|-------------------------|--------------------|------------|
|                         | 1                  |            |
|                         | 2                  |            |
|                         | 3                  |            |
|                         | 4                  |            |
|                         | 5                  |            |
|                         | 6                  |            |
| END OF DAY REFLECTION   |                    |            |
| What worked?            |                    |            |
|                         |                    |            |
| What didn't work?       |                    |            |
|                         |                    |            |
| What needs improving?   |                    |            |
|                         |                    |            |
| What is my next action? |                    |            |
|                         |                    |            |
|                         |                    |            |
| NOTES                   |                    |            |
| NOTES                   |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| ITEMS I WILL NEED       | STEPS I NE | ED TO TAKE |
|-------------------------|------------|------------|
|                         | 1          |            |
|                         | 2          |            |
|                         | 3          |            |
|                         | 4          |            |
|                         | 5          |            |
|                         | 6          |            |
| END OF DAY REFLECTION   |            |            |
| What worked?            |            |            |
|                         |            |            |
| What didn't work?       |            |            |
|                         |            |            |
| What needs improving?   |            |            |
|                         |            |            |
| What is my next action? |            |            |
|                         |            |            |
|                         |            |            |
| NOTES                   |            |            |
| NOTES                   |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

### TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEI</b> | ED TO TAKE |
|-------------------------|--------------------|------------|
|                         | 1                  |            |
|                         | 2                  |            |
|                         | 3                  |            |
|                         | 4                  |            |
|                         | 5                  |            |
|                         | 6                  |            |
| END OF DAY REFLECTION   |                    |            |
| What worked?            |                    |            |
|                         |                    |            |
| What didn't work?       |                    |            |
|                         |                    |            |
| What needs improving?   |                    |            |
|                         |                    |            |
| What is my next action? |                    |            |
|                         |                    |            |
|                         |                    |            |
| NOTES                   |                    |            |
| NOTES                   |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |

| ITEMS I WILL NEED       | STEPS I N | EED TO TAKE |
|-------------------------|-----------|-------------|
|                         | 1         |             |
|                         | 2         |             |
|                         | 3         |             |
|                         | 4         |             |
|                         | 5         |             |
|                         | 6         |             |
| END OF DAY REFLECTION   | i         |             |
| What worked?            |           |             |
|                         |           |             |
| What didn't work?       |           |             |
|                         |           |             |
| What needs improving?   |           |             |
|                         |           |             |
| What is my next action? |           |             |
|                         |           |             |
|                         |           |             |
| NOTEO                   |           |             |
| NOTES                   |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |

### "Goals are not only absolutely necessary to motivate us. They are essential to really keep us alive. "

SEPTEMBER

- Robert H. Schuller

### THIS MONTH'S TO DO LIST (in order of priority)

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

### **ITEMS I WILL NEED**

### **STEPS I NEED TO TAKE**

| 1  |
|----|
| 2  |
| 3  |
| 4  |
| 5  |
| 6  |
| 7  |
| 8  |
| 9  |
| 10 |
|    |

### HOW I WILL STAY MOTIVATED

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

| ITEMS I WILL NEED                      | <b>STEPS I NEED TO TAKE</b> |  |
|--|-----------------------------|--|
|  | 1                           |  |
|  | 2                           |  |
|  | 3                           |  |
|  | 4                           |  |
|  | 5                           |  |
|  | 6                           |  |
| END OF DAY REFLECTION                  |                             |  |
| What worked?                           |                             |  |
|  |                             |  |
| What didn't work?                      |                             |  |
|  |                             |  |
| What needs improving?                  |                             |  |
| ······································ |                             |  |
| What is my next action?                |                             |  |
|  |                             |  |
|  |                             |  |
|  |                             |  |
|  |                             |  |
| NOTES                                  |                             |  |

| ITEMS I WILL NEED       | STE | PS I NEED TO TAKE |
|-------------------------|-----|-------------------|
|                         | 1   |                   |
|                         | 2   |                   |
|                         | 3   |                   |
|                         | 4   |                   |
|                         | 5   |                   |
|                         | 6   |                   |
| END OF DAY REFLECTION   |     |                   |
| What worked?            |     |                   |
|                         |     |                   |
| What didn't work?       |     |                   |
|                         |     |                   |
| What needs improving?   |     |                   |
|                         |     |                   |
| What is my next action? |     |                   |
|                         |     |                   |
|                         |     |                   |
| NOTES                   |     |                   |
|                         |     |                   |
|                         |     |                   |
|                         |     |                   |
|                         |     |                   |
|                         |     |                   |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |  |
|-------------------------|----------------------|--|--|
|                         | 1                    |  |  |
|                         | 2                    |  |  |
|                         | 3                    |  |  |
|                         | 4                    |  |  |
|                         | 5                    |  |  |
|                         | 6                    |  |  |
| END OF DAY REFLECTION   |                      |  |  |
| What worked?            |                      |  |  |
|                         |                      |  |  |
| What didn't work?       |                      |  |  |
|                         |                      |  |  |
| What needs improving?   |                      |  |  |
|                         |                      |  |  |
| What is my next action? |                      |  |  |
| 5                       |                      |  |  |
|                         |                      |  |  |
| NOTES                   |                      |  |  |
| NOTES                   |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |

| <b>FEMS I WILL NEED</b>                    | <b>STEPS I NEED TO TAKE</b> |  |
|--|-----------------------------|--|
|  | 1                           |  |
|  | 2                           |  |
|  | 3                           |  |
|  | 4                           |  |
|  | 5                           |  |
|  | 6                           |  |
| /hat didn't work?<br>/hat needs improving? |                             |  |
| /hat is my next action?                    |                             |  |
| NOTES                                      |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | STEPS I N | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------|-----------------------------|--|
|                         | 1         |                             |  |
|                         | 2         |                             |  |
|                         | 3         |                             |  |
|                         | 4         |                             |  |
|                         | 5         |                             |  |
|                         | 6         |                             |  |
| END OF DAY REFLECTION   |           |                             |  |
| What worked?            |           |                             |  |
|                         |           |                             |  |
| What didn't work?       |           |                             |  |
|                         |           |                             |  |
| What needs improving?   |           |                             |  |
|                         |           |                             |  |
| What is my next action? |           |                             |  |
|                         |           |                             |  |
|                         |           |                             |  |
|                         |           |                             |  |
| NOTES                   |           |                             |  |
|                         |           |                             |  |
|                         |           |                             |  |
|                         |           |                             |  |
|                         |           |                             |  |

| ITEMS I WILL NEED       | STEPS I NEED TO | TAKE |
|-------------------------|-----------------|------|
|                         | 1               |      |
|                         | 2               |      |
|                         | 3               |      |
|                         | 4               |      |
|                         | 5               |      |
|                         | 6               |      |
| END OF DAY REFLECTION   |                 |      |
| What worked?            |                 |      |
|                         |                 |      |
| What didn't work?       |                 |      |
|                         |                 |      |
| What needs improving?   |                 |      |
| what needs improving:   |                 |      |
| What is my next action? |                 |      |
| What is my next action? |                 |      |
|                         |                 |      |
|                         |                 |      |
| NOTES                   |                 |      |
| NOTES                   |                 |      |
| NOTES                   |                 |      |

| ITEMS I WILL NEED       | STEPSIN | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|---------|-----------------------------|--|
|                         | 1       |                             |  |
|                         | 2       |                             |  |
|                         | 3       |                             |  |
|                         | 4       |                             |  |
|                         | 5       |                             |  |
|                         | 6       |                             |  |
| END OF DAY REFLECTION   |         |                             |  |
| What worked?            |         |                             |  |
|                         |         |                             |  |
| What didn't work?       |         |                             |  |
|                         |         |                             |  |
| What needs improving?   |         |                             |  |
|                         |         |                             |  |
| What is my next action? |         |                             |  |
|                         |         |                             |  |
|                         |         |                             |  |
| NOTES                   |         |                             |  |
|                         |         |                             |  |
|                         |         |                             |  |
|                         |         |                             |  |
|                         |         |                             |  |
|                         |         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   | ·                           |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
| ·····                   |                             |  |  |
| What is my next action? |                             |  |  |
| what is my next action: |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|-----------------------------|--|
|                         | 1                           |                             |  |
|                         | 2                           |                             |  |
|                         | 3                           |                             |  |
|                         | 4                           |                             |  |
|                         | 5                           |                             |  |
|                         | 6                           |                             |  |
| END OF DAY REFLECTION   |                             |                             |  |
| What worked?            |                             |                             |  |
|                         |                             |                             |  |
| What didn't work?       |                             |                             |  |
|                         |                             |                             |  |
| What needs improving?   |                             |                             |  |
|                         |                             |                             |  |
| What is my next action? |                             |                             |  |
|                         |                             |                             |  |
|                         |                             |                             |  |
| NOTES                   |                             |                             |  |
|                         |                             |                             |  |
|                         |                             |                             |  |
|                         |                             |                             |  |
|                         |                             |                             |  |
|                         |                             |                             |  |

| ITEMS I WILL NEED       | STEPS I NE | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|------------|-----------------------------|--|--|
|                         | 1          |                             |  |  |
|                         | 2          |                             |  |  |
|                         | 3          |                             |  |  |
|                         | 4          |                             |  |  |
|                         | 5          |                             |  |  |
|                         | 6          |                             |  |  |
| END OF DAY REFLECTION   |            |                             |  |  |
| What worked?            |            |                             |  |  |
|                         |            |                             |  |  |
| What didn't work?       |            |                             |  |  |
|                         |            |                             |  |  |
| What needs improving?   |            |                             |  |  |
|                         |            |                             |  |  |
| What is my next action? |            |                             |  |  |
|                         |            |                             |  |  |
|                         |            |                             |  |  |
| NOTES                   |            |                             |  |  |
| NOTES                   |            |                             |  |  |
|                         |            |                             |  |  |
|                         |            |                             |  |  |
|                         |            |                             |  |  |
|                         |            |                             |  |  |

| ITEMS I WILL NEED       | STEPS I NE | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|------------|-----------------------------|--|--|
|                         | 1          |                             |  |  |
|                         | 2          |                             |  |  |
|                         | 3          |                             |  |  |
|                         | 4          |                             |  |  |
|                         | 5          |                             |  |  |
|                         | 6          |                             |  |  |
| END OF DAY REFLECTION   |            |                             |  |  |
| What worked?            |            |                             |  |  |
|                         |            |                             |  |  |
| What didn't work?       |            |                             |  |  |
|                         |            |                             |  |  |
| What needs improving?   |            |                             |  |  |
|                         |            |                             |  |  |
| What is my next action? |            |                             |  |  |
|                         |            |                             |  |  |
|                         |            |                             |  |  |
| NOTES                   |            |                             |  |  |
| NOTES                   |            |                             |  |  |
|                         |            |                             |  |  |
|                         |            |                             |  |  |
|                         |            |                             |  |  |
|                         |            |                             |  |  |

| ITEMS I WILL NEED       | <b>STEPS I NE</b> | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-------------------|-----------------------------|--|--|
|                         | 1                 |                             |  |  |
|                         | 2                 |                             |  |  |
|                         | 3                 |                             |  |  |
|                         | 4                 |                             |  |  |
|                         | 5                 |                             |  |  |
|                         | 6                 |                             |  |  |
| END OF DAY REFLECTION   |                   |                             |  |  |
| What worked?            |                   |                             |  |  |
|                         |                   |                             |  |  |
| What didn't work?       |                   |                             |  |  |
|                         |                   |                             |  |  |
| What needs improving?   |                   |                             |  |  |
|                         |                   |                             |  |  |
| What is my next action? |                   |                             |  |  |
|                         |                   |                             |  |  |
|                         |                   |                             |  |  |
| NOTES                   |                   |                             |  |  |
| NOTES                   |                   |                             |  |  |
|                         |                   |                             |  |  |
|                         |                   |                             |  |  |
|                         |                   |                             |  |  |
|                         |                   |                             |  |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
| -                       |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | STEPS I NEE | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-------------|-----------------------------|--|
|                         | 1           |                             |  |
|                         | 2           |                             |  |
|                         | 3           |                             |  |
|                         | 4           |                             |  |
|                         | 5           |                             |  |
|                         | 6           |                             |  |
| END OF DAY REFLECTION   |             |                             |  |
| What worked?            |             |                             |  |
|                         |             |                             |  |
| What didn't work?       |             |                             |  |
|                         |             |                             |  |
| What needs improving?   |             |                             |  |
|                         |             |                             |  |
| What is my next action? |             |                             |  |
|                         |             |                             |  |
|                         |             |                             |  |
|                         |             |                             |  |
| NOTES                   |             |                             |  |
|                         |             |                             |  |
|                         |             |                             |  |
|                         |             |                             |  |
|                         |             |                             |  |
|                         |             |                             |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
| NOTES                   |                             |
| NOTES                   |                             |
| NOTES                   |                             |

**Get It Done Planner** 

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   | i                           |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

**Get It Done Planner** 

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   |                      |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
|                         |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
| NOTES                   |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

268

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   |                      |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
|                         |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
| NOTES                   |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

269

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   |                      |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
|                         |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
| NOTES                   |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

270

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| ITEMS I WILL NEED       | <b>STEPS I NEI</b> | ED TO TAKE |
|-------------------------|--------------------|------------|
|                         | 1                  |            |
|                         | 2                  |            |
|                         | 3                  |            |
|                         | 4                  |            |
|                         | 5                  |            |
|                         | 6                  |            |
| END OF DAY REFLECTION   |                    |            |
| What worked?            |                    |            |
|                         |                    |            |
| What didn't work?       |                    |            |
|                         |                    |            |
| What needs improving?   |                    |            |
|                         |                    |            |
| What is my next action? |                    |            |
|                         |                    |            |
|                         |                    |            |
| NOTES                   |                    |            |
| NOTES                   |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |

#### "We talk on principal, but act on motivation. "

- Walter Savage Landor

# OCTOBER

#### THIS MONTH'S TO DO LIST (in order of priority)

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

#### **ITEMS I WILL NEED**

#### **STEPS I NEED TO TAKE**

|  | <br> |
|--|------|
|  |      |
|  |      |
|  |      |
|  |      |
|  |      |
|  |      |
|  |      |
|  |      |

| 1  |  |
|----|--|
| 2  |  |
| 3  |  |
| 4  |  |
| 5  |  |
| 6  |  |
| 7  |  |
| 8  |  |
| 9  |  |
| 10 |  |
|    |  |

#### HOW I WILL STAY MOTIVATED

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

| ITEMS I WILL NEED                                | STEPS I NEED TO TAK |
|--|---------------------|
|  | 1                   |
|  | 2                   |
|  | 3                   |
|  | 4                   |
|  | 5                   |
|  | 6                   |
| What didn't work?                                |                     |
|  |                     |
| What needs improving?                            |                     |
| What needs improving?<br>What is my next action? |                     |
|  |                     |
|  |                     |

| ITEMS I WILL NEED       | STE | PS I NEED TO TAKE |
|-------------------------|-----|-------------------|
|                         | 1   |                   |
|                         | 2   |                   |
|                         | 3   |                   |
|                         | 4   |                   |
|                         | 5   |                   |
|                         | 6   |                   |
| END OF DAY REFLECTION   |     |                   |
| What worked?            |     |                   |
|                         |     |                   |
| What didn't work?       |     |                   |
|                         |     |                   |
| What needs improving?   |     |                   |
|                         |     |                   |
| What is my next action? |     |                   |
|                         |     |                   |
|                         |     |                   |
| NOTES                   |     |                   |
|                         |     |                   |
|                         |     |                   |
|                         |     |                   |
|                         |     |                   |
|                         |     |                   |

| ITEMS I WILL NEED       | STEPS I N | EED TO TAKE |
|-------------------------|-----------|-------------|
|                         | 1         |             |
|                         | 2         |             |
|                         | 3         |             |
|                         | 4         |             |
|                         | 5         |             |
|                         | 6         |             |
| END OF DAY REFLECTION   | <u> </u>  |             |
| What worked?            |           |             |
|                         |           |             |
| What didn't work?       |           |             |
|                         |           |             |
| What needs improving?   |           |             |
|                         |           |             |
| What is my next action? |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
| NOTES                   |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |

| 1       2       3       4       5       6 |  |
|---|--|
| 3<br>4<br>5                               |  |
| 4<br>5                                    |  |
| 5   |  |
|   |  |
| 6   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |

| ITEMS I WILL NEED       | STEPSIN | NEED TO TAKE |
|-------------------------|---------|--------------|
|                         | 1       |              |
|                         | 2       |              |
|                         | 3       |              |
|                         | 4       |              |
|                         | 5       |              |
|                         | 6       |              |
| END OF DAY REFLECTION   |         |              |
| What worked?            |         |              |
|                         |         |              |
| What didn't work?       |         |              |
|                         |         |              |
| What needs improving?   |         |              |
|                         |         |              |
| What is my next action? |         |              |
|                         |         |              |
|                         |         |              |
| NOTES                   |         |              |
|                         |         |              |
|                         |         |              |
|                         |         |              |
|                         |         |              |
|                         |         |              |

| ITEMS I WILL NEED       | STEPS I N | NEED TO TAKE |
|-------------------------|-----------|--------------|
|                         | 1         |              |
|                         | 2         |              |
|                         | 3         |              |
|                         | 4         |              |
|                         | 5         |              |
|                         | 6         |              |
| END OF DAY REFLECTION   |           |              |
| What worked?            |           |              |
|                         |           |              |
| What didn't work?       |           |              |
|                         |           |              |
| What needs improving?   |           |              |
|                         |           |              |
| What is my next action? |           |              |
|                         |           |              |
|                         |           |              |
|                         |           |              |
| NOTES                   |           |              |
|                         |           |              |
|                         |           |              |
|                         |           |              |
|                         |           |              |

| ITEMS I WILL NEED       | STEPS I NEED TO TA |
|-------------------------|--------------------|
|                         | 1                  |
|                         | 2                  |
|                         | 3                  |
|                         | 4                  |
|                         | 5                  |
|                         | 6                  |
| END OF DAY REFLECTION   |                    |
| What worked?            |                    |
|                         |                    |
| What didn't work?       |                    |
|                         |                    |
| What needs improving?   |                    |
|                         |                    |
| What is my next action? |                    |
|                         |                    |
|                         |                    |
|                         |                    |
| NOTES                   |                    |
|                         |                    |
|                         |                    |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |  |
|-------------------------|----------------------|--|--|
|                         | 1                    |  |  |
|                         | 2                    |  |  |
|                         | 3                    |  |  |
|                         | 4                    |  |  |
|                         | 5                    |  |  |
|                         | 6                    |  |  |
| END OF DAY REFLECTION   |                      |  |  |
| What worked?            |                      |  |  |
|                         |                      |  |  |
| What didn't work?       |                      |  |  |
|                         |                      |  |  |
| What needs improving?   |                      |  |  |
|                         |                      |  |  |
| What is my next action? |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
| NOTES                   |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |
|                         |                      |  |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   | ·                           |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEI</b> | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|--------------------|-----------------------------|--|
|                         | 1                  |                             |  |
|                         | 2                  |                             |  |
|                         | 3                  |                             |  |
|                         | 4                  |                             |  |
|                         | 5                  |                             |  |
|                         | 6                  |                             |  |
| END OF DAY REFLECTION   | i                  |                             |  |
| What worked?            |                    |                             |  |
|                         |                    |                             |  |
| What didn't work?       |                    |                             |  |
|                         |                    |                             |  |
| What needs improving?   |                    |                             |  |
|                         |                    |                             |  |
| What is my next action? |                    |                             |  |
|                         |                    |                             |  |
|                         |                    |                             |  |
| NOTES                   |                    |                             |  |
| NOTES                   |                    |                             |  |
|                         |                    |                             |  |
|                         |                    |                             |  |
|                         |                    |                             |  |
|                         |                    |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
| 5                       |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEE</b> | D TO TAKE |
|-------------------------|--------------------|-----------|
|                         | 1                  |           |
|                         | 2                  |           |
|                         | 3                  |           |
|                         | 4                  |           |
|                         | 5                  |           |
|                         | 6                  |           |
| END OF DAY REFLECTION   |                    |           |
| What worked?            |                    |           |
|                         |                    |           |
| What didn't work?       |                    |           |
|                         |                    |           |
| What needs improving?   |                    |           |
|                         |                    |           |
| What is my next action? |                    |           |
|                         |                    |           |
|                         |                    |           |
| NOTES                   |                    |           |
| NOTES                   |                    |           |
|                         |                    |           |
|                         |                    |           |
|                         |                    |           |
|                         |                    |           |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I N | IEED TO TAKE |
|-------------------------|-----------|--------------|
|                         | 1         |              |
|                         | 2         |              |
|                         | 3         |              |
|                         | 4         |              |
|                         | 5         |              |
|                         | 6         |              |
| END OF DAY REFLECTION   | i         |              |
| What worked?            |           |              |
|                         |           |              |
| What didn't work?       |           |              |
|                         |           |              |
| What needs improving?   |           |              |
|                         |           |              |
| What is my next action? |           |              |
|                         |           |              |
|                         |           |              |
| NOTES                   |           |              |
| NOTES                   |           |              |
|                         |           |              |
|                         |           |              |
|                         |           |              |
|                         |           |              |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | STEPS I NEED TO | ) TAKE |
|-------------------------|-----------------|--------|
|                         | 1               |        |
|                         | 2               |        |
|                         | 3               |        |
|                         | 4               |        |
|                         | 5               |        |
|                         | 6               |        |
| END OF DAY REFLECTION   |                 |        |
| What worked?            |                 |        |
|                         |                 |        |
| What didn't work?       |                 |        |
|                         |                 |        |
| What needs improving?   |                 |        |
|                         |                 |        |
| What is my next action? |                 |        |
|                         |                 |        |
|                         |                 |        |
| NOTEC                   |                 |        |
| NOTES                   |                 |        |
|                         |                 |        |
|                         |                 |        |
|                         |                 |        |
|                         |                 |        |
|                         |                 |        |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| ITEMS I WILL NEED       | <b>STEPS I NE</b> | ED TO TAKE |
|-------------------------|-------------------|------------|
|                         | 1                 |            |
|                         | 2                 |            |
|                         | 3                 |            |
|                         | 4                 |            |
|                         | 5                 |            |
|                         | 6                 |            |
| END OF DAY REFLECTION   | I                 |            |
| What worked?            |                   |            |
|                         |                   |            |
| What didn't work?       |                   |            |
|                         |                   |            |
| What needs improving?   |                   |            |
|                         |                   |            |
| What is my next action? |                   |            |
|                         |                   |            |
|                         |                   |            |
|                         |                   |            |
| NOTES                   |                   |            |
|                         |                   |            |
|                         |                   |            |
|                         |                   |            |
|                         |                   |            |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEI</b> | ED TO TAKE |
|-------------------------|--------------------|------------|
|                         | 1                  |            |
|                         | 2                  |            |
|                         | 3                  |            |
|                         | 4                  |            |
|                         | 5                  |            |
|                         | 6                  |            |
| END OF DAY REFLECTION   |                    |            |
| What worked?            |                    |            |
|                         |                    |            |
| What didn't work?       |                    |            |
|                         |                    |            |
| What needs improving?   |                    |            |
|                         |                    |            |
| What is my next action? |                    |            |
|                         |                    |            |
|                         |                    |            |
| NOTES                   |                    |            |
| NOTES                   |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |
|                         |                    |            |

300

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   | I                           |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
| what is my next action: |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NE | EED TO TAKI |
|-------------------------|------------|-------------|
|                         | 1          |             |
|                         | 2          |             |
|                         | 3          |             |
|                         | 4          |             |
|                         | 5          |             |
|                         | 6          |             |
| END OF DAY REFLECTION   |            |             |
|                         |            |             |
| What didn't work?       |            |             |
|                         |            |             |
| What needs improving?   |            |             |
|                         |            |             |
| What is my next action? |            |             |
|                         |            |             |
|                         |            |             |
|                         |            |             |
| NOTES                   |            |             |
| NOTES                   |            |             |
| NOTES                   |            |             |

"Doubt can motivate you, so don't be afraid of it. Confidence and doubt are at two ends of the scale, and you need both. They balance each other out."

# NOVEMBER

- Barbra Streisand

#### THIS MONTH'S TO DO LIST (in order of priority)

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

#### **ITEMS I WILL NEED**

#### **STEPS I NEED TO TAKE**

| 1  |  |
|----|--|
| 2  |  |
| 3  |  |
| 4  |  |
| 5  |  |
| 6  |  |
| 7  |  |
| 8  |  |
| 9  |  |
| 10 |  |

| 1  |  |
|----|--|
| 2  |  |
| 3  |  |
| 4  |  |
| 5  |  |
| 6  |  |
| 7  |  |
| 8  |  |
| 9  |  |
| 10 |  |
|    |  |

#### HOW I WILL STAY MOTIVATED

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |

| ITEMS I WILL NEED       | STEPS I NE | ED TO TAKE |
|-------------------------|------------|------------|
|                         | 1          |            |
|                         | 2          |            |
|                         | 3          |            |
|                         | 4          |            |
|                         | 5          |            |
|                         | 6          |            |
| END OF DAY REFLECTION   |            |            |
| What worked?            |            |            |
|                         |            |            |
| What didn't work?       |            |            |
|                         |            |            |
| What needs improving?   |            |            |
|                         |            |            |
| What is my next action? |            |            |
|                         |            |            |
|                         |            |            |
| NOTES                   |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | STEPS I NEE | ED TO TAKE |
|-------------------------|-------------|------------|
|                         | 1           |            |
|                         | 2           |            |
|                         | 3           |            |
|                         | 4           |            |
|                         | 5           |            |
|                         | 6           |            |
| END OF DAY REFLECTION   |             |            |
| What worked?            |             |            |
|                         |             |            |
| What didn't work?       |             |            |
|                         |             |            |
| What needs improving?   |             |            |
|                         |             |            |
| What is my next action? |             |            |
|                         |             |            |
|                         |             |            |
| NOTES                   |             |            |
|                         |             |            |
|                         |             |            |
|                         |             |            |
|                         |             |            |
|                         |             |            |

| ITEMS I WILL NEED       | STEPS I NE | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|------------|-----------------------------|--|
|                         | 1          |                             |  |
|                         | 2          |                             |  |
|                         | 3          |                             |  |
|                         | 4          |                             |  |
|                         | 5          |                             |  |
|                         | 6          |                             |  |
| END OF DAY REFLECTION   |            |                             |  |
| What worked?            |            |                             |  |
|                         |            |                             |  |
| What didn't work?       |            |                             |  |
|                         |            |                             |  |
| What needs improving?   |            |                             |  |
|                         |            |                             |  |
| What is my next action? |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |
| NOTES                   |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |
|                         |            |                             |  |

| ITEMS I WILL NEED       | STEPS I N | EED TO TAKE |
|-------------------------|-----------|-------------|
|                         | 1         |             |
|                         | 2         |             |
|                         | 3         |             |
|                         | 4         |             |
|                         | 5         |             |
|                         | 6         |             |
| END OF DAY REFLECTION   |           |             |
| What worked?            |           |             |
|                         |           |             |
| What didn't work?       |           |             |
|                         |           |             |
| What needs improving?   |           |             |
|                         |           |             |
| What is my next action? |           |             |
|                         |           |             |
|                         |           |             |
| NOTES                   |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |

| ITEMS I WILL NEED       | STEPS I NEED | ΓΟ ΤΑΚΕ |
|-------------------------|--------------|---------|
|                         | 1            |         |
|                         | 2            |         |
|                         | 3            |         |
|                         | 4            |         |
|                         | 5            |         |
|                         | 6            |         |
| END OF DAY REFLECTION   |              |         |
| What worked?            |              |         |
|                         |              |         |
| What didn't work?       |              |         |
|                         |              |         |
| What needs improving?   |              |         |
|                         |              |         |
| What is my next action? |              |         |
| -                       |              |         |
|                         |              |         |
| NOTES                   |              |         |
| NOTES                   |              |         |
|                         |              |         |
|                         |              |         |
|                         |              |         |
|                         |              |         |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   | i                           |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
| ,                       |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | STEPS I NEE | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-------------|-----------------------------|--|
|                         | 1           |                             |  |
|                         | 2           |                             |  |
|                         | 3           |                             |  |
|                         | 4           |                             |  |
|                         | 5           |                             |  |
|                         | 6           |                             |  |
| END OF DAY REFLECTION   | '           |                             |  |
| What worked?            |             |                             |  |
|                         |             |                             |  |
| What didn't work?       |             |                             |  |
|                         |             |                             |  |
| What needs improving?   |             |                             |  |
|                         |             |                             |  |
| What is my next action? |             |                             |  |
| 5                       |             |                             |  |
|                         |             |                             |  |
| NOTES                   |             |                             |  |
| NOTES                   |             |                             |  |
|                         |             |                             |  |
|                         |             |                             |  |
|                         |             |                             |  |
|                         |             |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |

| ITEMS I WILL NEED       | STEPS I NE | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|------------|-----------------------------|--|--|
|                         | 1          |                             |  |  |
|                         | 2          |                             |  |  |
|                         | 3          |                             |  |  |
|                         | 4          |                             |  |  |
|                         | 5          |                             |  |  |
|                         | 6          |                             |  |  |
| END OF DAY REFLECTION   |            |                             |  |  |
| What worked?            |            |                             |  |  |
|                         |            |                             |  |  |
| What didn't work?       |            |                             |  |  |
|                         |            |                             |  |  |
| What needs improving?   |            |                             |  |  |
|                         |            |                             |  |  |
| What is my next action? |            |                             |  |  |
| 5                       |            |                             |  |  |
|                         |            |                             |  |  |
| NOTES                   |            |                             |  |  |
| NOTES                   |            |                             |  |  |
|                         |            |                             |  |  |
|                         |            |                             |  |  |
|                         |            |                             |  |  |
|                         |            |                             |  |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
| NOTES                   |                             |
| NOTES                   |                             |
| NOTES                   |                             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

329

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

330

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES .                 |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |
|-------------------------|----------------------|
|                         | 1                    |
|                         | 2                    |
|                         | 3                    |
|                         | 4                    |
|                         | 5                    |
|                         | 6                    |
| END OF DAY REFLECTION   |                      |
| What worked?            |                      |
|                         |                      |
| What didn't work?       |                      |
|                         |                      |
| What needs improving?   |                      |
|                         |                      |
| What is my next action? |                      |
|                         |                      |
|                         |                      |
| NOTES                   |                      |
|                         |                      |
|                         |                      |
|                         |                      |
|                         |                      |
|                         |                      |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTEO                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

"To succeed, you need to find something to hold on to, something to motivate you, something to inspire you. "

# DECEMB ER

- Tony Dorsett

#### THIS MONTH'S TO DO LIST (in order of priority)

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

#### ITEMS I WILL NEED

#### **STEPS I NEED TO TAKE**

| 1  |  |
|----|--|
| 2  |  |
| 3  |  |
| 4  |  |
| 5  |  |
| 6  |  |
| 7  |  |
| 8  |  |
| 9  |  |
| 10 |  |
|    |  |

#### HOW I WILL STAY MOTIVATED

| 1 |  |
|---|--|
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED 1</b> | Ο ΤΑΚΕ |
|-------------------------|-----------------------|--------|
|                         | 1                     |        |
|                         | 2                     |        |
|                         | 3                     |        |
|                         | 4                     |        |
|                         | 5                     |        |
|                         | 6                     |        |
| END OF DAY REFLECTION   |                       |        |
| What worked?            |                       |        |
|                         |                       |        |
| What didn't work?       |                       |        |
|                         |                       |        |
| What needs improving?   |                       |        |
|                         |                       |        |
| What is my next action? |                       |        |
|                         |                       |        |
|                         |                       |        |
| NOTES                   |                       |        |
| NOTES                   |                       |        |
|                         |                       |        |
|                         |                       |        |
|                         |                       |        |
|                         |                       |        |

| ITEMS I WILL NEED       | STEPS I NI | EED TO TAKE |
|-------------------------|------------|-------------|
|                         | 1          |             |
|                         | 2          |             |
|                         | 3          |             |
|                         | 4          |             |
|                         | 5          |             |
|                         | 6          |             |
| END OF DAY REFLECTION   |            |             |
| What worked?            |            |             |
|                         |            |             |
| What didn't work?       |            |             |
|                         |            |             |
| What needs improving?   |            |             |
|                         |            |             |
| What is my next action? |            |             |
|                         |            |             |
|                         |            |             |
| NOTES                   |            |             |
|                         |            |             |
|                         |            |             |
|                         |            |             |
|                         |            |             |
|                         |            |             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

| ITEMS I WILL NEED       | STEPS I NE | ED TO TAKE |
|-------------------------|------------|------------|
|                         | 1          |            |
|                         | 2          |            |
|                         | 3          |            |
|                         | 4          |            |
|                         | 5          |            |
|                         | 6          |            |
| END OF DAY REFLECTION   |            |            |
| What worked?            |            |            |
|                         |            |            |
| What didn't work?       |            |            |
|                         |            |            |
| What needs improving?   |            |            |
|                         |            |            |
| What is my next action? |            |            |
|                         |            |            |
|                         |            |            |
| NOTES                   |            |            |
| NOTES                   |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |
|                         |            |            |

| ITEMS I WILL NEED       | STEPSIN | NEED TO TAKE |
|-------------------------|---------|--------------|
|                         | 1       |              |
|                         | 2       |              |
|                         | 3       |              |
|                         | 4       |              |
|                         | 5       |              |
|                         | 6       |              |
| END OF DAY REFLECTION   |         |              |
| What worked?            |         |              |
|                         |         |              |
| What didn't work?       |         |              |
|                         |         |              |
| What needs improving?   |         |              |
|                         |         |              |
| What is my next action? |         |              |
|                         |         |              |
|                         |         |              |
| NOTES                   |         |              |
|                         |         |              |
|                         |         |              |
|                         |         |              |
|                         |         |              |
|                         |         |              |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   | <u> </u>                    |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
| ,<br>,                  |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED        | <b>STEPS I NEED</b> | ΤΟ ΤΑΚΕ |
|--------------------------|---------------------|---------|
|                          | 1                   |         |
|                          | 2                   |         |
|                          | 3                   |         |
|                          | 4                   |         |
|                          | 5                   |         |
|                          | 6                   |         |
| END OF DAY REFLECTION    |                     |         |
| What worked?             |                     |         |
|                          |                     |         |
| What didn't work?        |                     |         |
|                          |                     |         |
| What needs improving?    |                     |         |
| 1 3                      |                     |         |
| What is my next action?  |                     |         |
| what is my next detroit. |                     |         |
|                          |                     |         |
|                          |                     |         |
|                          |                     |         |
| NOTES                    |                     |         |
| NOTES                    |                     |         |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I N | EED TO TAKE |
|-------------------------|-----------|-------------|
|                         | 1         |             |
|                         | 2         |             |
|                         | 3         |             |
|                         | 4         |             |
|                         | 5         |             |
|                         | 6         |             |
| END OF DAY REFLECTION   |           |             |
| What worked?            |           |             |
|                         |           |             |
| What didn't work?       |           |             |
|                         |           |             |
| What needs improving?   |           |             |
|                         |           |             |
| What is my next action? |           |             |
|                         |           |             |
|                         |           |             |
| NOTES                   |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NE</b> | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-------------------|-----------------------------|--|
|                         | 1                 |                             |  |
|                         | 2                 |                             |  |
|                         | 3                 |                             |  |
|                         | 4                 |                             |  |
|                         | 5                 |                             |  |
|                         | 6                 |                             |  |
| END OF DAY REFLECTION   |                   |                             |  |
| What worked?            |                   |                             |  |
|                         |                   |                             |  |
| What didn't work?       |                   |                             |  |
|                         |                   |                             |  |
| What needs improving?   |                   |                             |  |
|                         |                   |                             |  |
| What is my next action? |                   |                             |  |
| what is my next denote: |                   |                             |  |
|                         |                   |                             |  |
|                         |                   |                             |  |
| NOTES                   |                   |                             |  |
|                         |                   |                             |  |
|                         |                   |                             |  |
|                         |                   |                             |  |
|                         |                   |                             |  |
|                         |                   |                             |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
| -                       |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

349

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

350

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I NEE | D TO TAKE |
|-------------------------|-------------|-----------|
|                         | 1           |           |
|                         | 2           |           |
|                         | 3           |           |
|                         | 4           |           |
|                         | 5           |           |
|                         | 6           |           |
| END OF DAY REFLECTION   |             |           |
| What worked?            |             |           |
|                         |             |           |
| What didn't work?       |             |           |
|                         |             |           |
| What needs improving?   |             |           |
|                         |             |           |
| What is my next action? |             |           |
| 5                       |             |           |
|                         |             |           |
| NOTES                   |             |           |
| NOTES                   |             |           |
|                         |             |           |
|                         |             |           |
|                         |             |           |
|                         |             |           |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
| -                       |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |
|-------------------------|-----------------------------|--|
|                         | 1                           |  |
|                         | 2                           |  |
|                         | 3                           |  |
|                         | 4                           |  |
|                         | 5                           |  |
|                         | 6                           |  |
| END OF DAY REFLECTION   |                             |  |
| What worked?            |                             |  |
|                         |                             |  |
| What didn't work?       |                             |  |
|                         |                             |  |
| What needs improving?   |                             |  |
|                         |                             |  |
| What is my next action? |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
| NOTES                   |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |
|                         |                             |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | STEPS I N | NEED TO TAKE |
|-------------------------|-----------|--------------|
|                         | 1         |              |
|                         | 2         |              |
|                         | 3         |              |
|                         | 4         |              |
|                         | 5         |              |
|                         | 6         |              |
| END OF DAY REFLECTION   |           |              |
| What worked?            |           |              |
|                         |           |              |
| What didn't work?       |           |              |
|                         |           |              |
| What needs improving?   |           |              |
|                         |           |              |
| What is my next action? |           |              |
| what is my next detion. |           |              |
|                         |           |              |
|                         |           |              |
| NOTES                   |           |              |
|                         |           |              |
|                         |           |              |
|                         |           |              |
|                         |           |              |
|                         |           |              |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | STEPS I NEED TO TAKE |  |
|-------------------------|----------------------|--|
|                         | 1                    |  |
|                         | 2                    |  |
|                         | 3                    |  |
|                         | 4                    |  |
|                         | 5                    |  |
|                         | 6                    |  |
| END OF DAY REFLECTION   |                      |  |
| What worked?            |                      |  |
|                         |                      |  |
| What didn't work?       |                      |  |
|                         |                      |  |
| What needs improving?   |                      |  |
|                         |                      |  |
| What is my next action? |                      |  |
|                         |                      |  |
|                         |                      |  |
| NOTES                   |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |
|                         |                      |  |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

## TODAY's TO DO LIST (in order of priority)

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

360

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES .                 |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| Notes                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

| ITEMS I WILL NEED       | STEPS I N | EED TO TAKE |
|-------------------------|-----------|-------------|
|                         | 1         |             |
|                         | 2         |             |
|                         | 3         |             |
|                         | 4         |             |
|                         | 5         |             |
|                         | 6         |             |
| END OF DAY REFLECTION   |           |             |
| What worked?            |           |             |
|                         |           |             |
| What didn't work?       |           |             |
|                         |           |             |
| What needs improving?   |           |             |
|                         |           |             |
| What is my next action? |           |             |
|                         |           |             |
|                         |           |             |
| NOTES                   |           |             |
| NOTES                   |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |  |  |
|-------------------------|-----------------------------|--|--|
|                         | 1                           |  |  |
|                         | 2                           |  |  |
|                         | 3                           |  |  |
|                         | 4                           |  |  |
|                         | 5                           |  |  |
|                         | 6                           |  |  |
| END OF DAY REFLECTION   |                             |  |  |
| What worked?            |                             |  |  |
|                         |                             |  |  |
| What didn't work?       |                             |  |  |
|                         |                             |  |  |
| What needs improving?   |                             |  |  |
|                         |                             |  |  |
| What is my next action? |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
| NOTES                   |                             |  |  |
| NOTES                   |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |
|                         |                             |  |  |

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

## TODAY's TO DO LIST (in order of priority)

| ITEMS I WILL NEED       | <b>STEPS I NEED TO TAKE</b> |
|-------------------------|-----------------------------|
|                         | 1                           |
|                         | 2                           |
|                         | 3                           |
|                         | 4                           |
|                         | 5                           |
|                         | 6                           |
| END OF DAY REFLECTION   |                             |
| What worked?            |                             |
|                         |                             |
| What didn't work?       |                             |
|                         |                             |
| What needs improving?   |                             |
|                         |                             |
| What is my next action? |                             |
|                         |                             |
|                         |                             |
| NOTES                   |                             |
| NOTES                   |                             |
|                         |                             |
|                         |                             |
|                         |                             |
|                         |                             |

| 1<br>2<br>3<br>4 |   |
|------------------|---|
| 3                |   |
|                  |   |
| 4                |   |
|                  |   |
| 5                |   |
| 6                |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  | 5 |

| ITEMS I WILL NEED       | STEPS I N | EED TO TAKE |
|-------------------------|-----------|-------------|
|                         | 1         |             |
|                         | 2         |             |
|                         | 3         |             |
|                         | 4         |             |
|                         | 5         |             |
|                         | 6         |             |
| END OF DAY REFLECTION   | ·         |             |
| What worked?            |           |             |
|                         |           |             |
| What didn't work?       |           |             |
|                         |           |             |
| What needs improving?   |           |             |
|                         |           |             |
| What is my next action? |           |             |
|                         |           |             |
|                         |           |             |
| NOTEO                   |           |             |
| NOTES                   |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |
|                         |           |             |