



# Catalyst™ Day Planning

**Momentum** is easier when we plan our day, properly divided and stacked into smaller, achievable tasks. This sheet helps you work through the logistics of breaking your day into tiny chunks so you can grab that dopamine and propel yourself forward!

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## IMAGINE a successful day

**Describe Future You** as you looking back at the end of the day: what are you feeling, what are you doing?

## Your big 3 tasks for today:



## FIND flow blocks:

Identify potential people, events or time of day when you might be sidetracked or taken off path.



## STREAMLINE your day:

Brainstorm ways you can set flow triggers to enhance focus, concentration, and joy in the mundane.



## AMPLIFY physiology:

When will you check in with yourself to realign goals, nourish and move your body or pause?




## PARADE your masterpiece

No masterpiece is without mistakes. Gratefully reflect back with a growth mindset and write learning below:



# Catalyst™ Goal Setting Sheet

**Momentum** is easier when we have our larger goals properly divided and stacked into smaller, achievable tasks. This sheet helps you work through the logistics of breaking a larger goal into tiny chunks so you can grab that dopamine and propel yourself forward!

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## IMAGINE the main goal

**Deadline:**

## Benefits of achieving:



## FIND obstacles:

Clearly describing obstacles will make them *real* and help you find hidden ways to overcome them.



## STREAMLINE skills needed:

What specifically is needed to complete this goal. Learn new skills from books, internet, or videos.



## AMPLIFY outreach:

List people, groups, students, interns, or organizations that can assist you.



## PARADE your plan:

Display steps to complete the goal. Batch the tasks into similar themes to create new mini-milestones.