

DAILY Routine

TRACKER

“

..Small daily habits create a life of focus, balance and purpose.

”

FOCUS
PLAN
THRIVE

DATE: _____

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MY DAILY ROUTINE	MON	TUE	WED	THU	FRI	SAT	SUN
 Start the day intentionally Wake up on time, set goals and plan your day.	☐	☐	☐	☐	☐	☐	☐
 Take care of your body Drink water, move your body, eat a healthy meal.	☐	☐	☐	☐	☐	☐	☐
 Focus on important work Work on your top priorities with deep focus.	☐	☐	☐	☐	☐	☐	☐
 Stay organized Manage tasks, deadlines and follow your plan.	☐	☐	☐	☐	☐	☐	☐
 Keep learning Read, watch or learn something new.	☐	☐	☐	☐	☐	☐	☐
 Connect & be present Spend quality time with people who matter.	☐	☐	☐	☐	☐	☐	☐
 Take time for yourself Relax, reflect, journal or do what you enjoy.	☐	☐	☐	☐	☐	☐	☐
 End the day right Review your day, be grateful and get quality sleep.	☐	☐	☐	☐	☐	☐	☐

★ TOP 3 PRIORITIES TODAY

- _____
- _____
- _____



NOTES

END OF DAY REFLECTION ♥

- ☒ What went well today? _____
☐ What can I improve tomorrow? _____
☐ What am I grateful for? _____



CONSISTENCY TODAY. BETTER TOMORROW. THE LIFE YOU WANT.

