



DAILY ROUTINE TRACKER

Small habits. Big impact. Consistent progress.



WEEK OF: _____

“ Discipline in your routine creates freedom in your life. ”

MY DAILY ROUTINE	MON	TUE	WED	THU	FRI	SAT	SUN
 Start with purpose Wake up on time, review goals and plan the day.	☐	☐	☐	☐	☐	☐	☐
 Take care of your health Exercise, stretch and eat healthy.	☐	☐	☐	☐	☐	☐	☐
 Focus on high-impact work Prioritize important tasks and avoid distractions.	☐	☐	☐	☐	☐	☐	☐
 Work with excellence Give your best in your role and meet commitments.	☐	☐	☐	☐	☐	☐	☐
 Stay organized Manage tasks, meetings and deadlines.	☐	☐	☐	☐	☐	☐	☐
 Keep learning Invest time in upskilling and growing.	☐	☐	☐	☐	☐	☐	☐
 Build relationships Communicate, collaborate and add value.	☐	☐	☐	☐	☐	☐	☐
 Recharge & unwind Spend time for yourself and do what you enjoy.	☐	☐	☐	☐	☐	☐	☐
 End the day right Reflect, plan tomorrow and get quality sleep.	☐	☐	☐	☐	☐	☐	☐

★ TOP 3 PRIORITIES TODAY

- _____
- _____
- _____



NOTES



END OF DAY REVIEW

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



CONSISTENCY BUILDS COMPETENCE. ROUTINE BUILDS RESULTS.

