

# Daily Planning, Tracking and Reflection

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (Meetings, Appointments, To Do's)

6:30 AM	
7:00 AM	
7:30 AM	
8:00 AM	
8:30 AM	
9:00 AM	
9:30 AM	
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	
12:30 PM	
1:00 PM	
1:30 PM	
2:00 PM	
2:30 PM	
3:00 PM	
3:30 PM	
4:00 PM	
4:30 PM	
5:00 AM	
5:30 PM	
6:00 PM	
6:30 PM	
7:00 PM	
7:30 PM	
8:00 PM	
8:30 PM	
9:00 PM	
9:30 PM	

## Reading Reflection:

Book or Article Title: \_\_\_\_\_

Key Takeaway(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Today I did my best to:

## Score 1-10

- |   |           |
|---|-----------|
| 1) Set clear goals?                       | 1) _____  |
| 2) Make progress toward goal achievement? | 2) _____  |
| 3) Find meaning?                          | 3) _____  |
| 4) Be happy?                              | 4) _____  |
| 5) Build positive relationships?          | 5) _____  |
| 6) Be fully engaged?                      | 6) _____  |
| 7) _____                                  | 7) _____  |
| 8) _____                                  | 8) _____  |
| 9) _____                                  | 9) _____  |
| 10) _____                                 | 10) _____ |

[Marshall Goldsmith, "The Earned Life"](#)

Avg. \_\_\_\_\_

## Diet, Sleep and Exercise:

Breakfast (Cal / Nutr)	Lunch (Cal / Nutr)	Dinner (Cal / Nutr)	H2O (Oz)
_____	_____	_____	_____
In Bed Time	Out of Bed Time	Hours	Quality 1-10
_____	_____	_____	_____
Exercise & Activity		(Dist / Dur / Reps / Steps)	
_____		_____	

## What Went Well:

- 1) \_\_\_\_\_
- \_\_\_\_\_
- 2) \_\_\_\_\_
- \_\_\_\_\_
- 3) \_\_\_\_\_
- \_\_\_\_\_

[Martin Seligman, "Flourish"](#)

## Reflections on the Day

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

How did I make progress toward a goal today? \_\_\_\_\_

\_\_\_\_\_

How do I want to make progress toward a goal tomorrow? \_\_\_\_\_

\_\_\_\_\_

How did I try to grow in my leadership today? \_\_\_\_\_

\_\_\_\_\_

How will I try to grow in my leadership tomorrow? \_\_\_\_\_

\_\_\_\_\_

Who did I help, encourage or thank today? \_\_\_\_\_

\_\_\_\_\_

Which of my strengths did I intentionally use today? \_\_\_\_\_

\_\_\_\_\_

Which of my core values did I intentionally live out today? \_\_\_\_\_

\_\_\_\_\_

How will I act as the future me I want to become tomorrow? \_\_\_\_\_

\_\_\_\_\_

What conversation from today do I want to revisit or consider taking some action on? \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_