

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: _____
