

Morning and Evening Routines

Take 7 Minutes in the Morning and 7 Minutes in the Evening to Create a Written Daily Plan of Action



MORNING ROUTINE

AWARENESS

WHAT IS MY GOAL FOR TODAY?

PROJECTS IN PROGRESS

TO DO LIST

PRIORITIZE YOUR TASKS

HOW LONG WILL IT TAKE?

5 BEFORE 11

EVENING ROUTINE

INTERNAL REFLECTION

TASK EVALUATION

HIGH VALUE / LOW VALUE

OBSERVATIONS / OBSTACLES

GRATITUDE

WHAT DID YOU LEARN?

TOMORROW



Time is a finite and limited resource. Taking 7 Minutes in the morning and 7 Minutes in the evening to decide how you will spend the minutes of your day. You will learn how to leverage 1% of your day to think, clarify, plan, prioritize, and choose how you will spend the remaining 99% of your time. Your personal productivity and efficiency will improve as you implement repeatable processes and systems.

The First Process is Learning to Master
The 7 Minute Life Morning and Evening Routines.