

The 7 Minute Life Morning and Evening Routine

MORNING ROUTINE

EVENING ROUTINE



Tips to Get Start with the Morning and Evening Routines

<https://youtu.be/w1h6MKp-jo>

Why Create a Routine?

Routines anchor our days, creating focus and reducing decision fatigue. The 7 Minute Life routines are designed to:

- Increase productivity: Structure helps you accomplish your most important tasks.
- Enhance clarity: Planning and reflection promote clear thinking and goal alignment.
- Reduce stress: Taking control of your time lowers overwhelm.

Getting Started

1. Download the Daily Progress Report: Visit the7minutelife.com to download this free, one-page guide.
2. Set aside quiet time: Find 7 uninterrupted minutes in the morning and evening.
3. Supplies: A pen or pencil and your printed Daily Progress Report.

The Morning Routine (7 Minutes)

- Step 1: Create Awareness (1 min): How do you want to feel today? What brings you joy and fulfillment? Set an intention.
- Step 2: What's Your Goal? (1 min): What's the ONE thing you want to accomplish by the end of the day?
- Step 3: Look Around (1 min): Review projects, calendar, and current tasks. What needs your focus today?
- Step 4: To-Do List (2 min): Brainstorm ALL potential tasks, big and small. Don't filter, just write.
- Step 5: Prioritize (1 min): Does this task move you closer to your goal? Is it a high-value action? Mark these.
- Step 6: Choose Your 'Five Before 11' (1 min): Pick the TOP FIVE tasks you'll commit to completing before 11 a.m.

The Evening Routine (7 Minutes)

- Step 1: Reflect (2 min): Review your day. What went well? Did you reach your goal? What can you learn?
- Step 2: Review To-Do List (2 min): Mark tasks completed, reschedule anything outstanding.
- Step 3: Plan for Tomorrow (2 min): Write your goal, top tasks, and appointments for the next day.
- Step 4: Gratitude (1 min): End on a positive note! List three things you're grateful for.

Tips for Success

- Consistency is key: Daily practice creates the change you seek.
- Don't overthink: Progress is the goal, not immediate perfection.
- Adjust as needed: Make this routine work for YOU.

Additional Resources:

The 7 Minute Life website <https://the7minutelife.com> offers further support, courses, and coaching.