


MORNING Checklist

Step 1: PREPARATION 

Scale
Terrible: 1 Average: 5 Excellent: 10


How did you sleep last night?

How would you rate your exercise and movement yesterday?

How would you rate your overall effectiveness yesterday?

How would you describe your energy and mood today?

What is one thing you could do to maximise your effectiveness today?

Step 2: FOCUS 

What's the single most important thing you can do today?

What are your top 3 priorities today?

Do you have dedicated focus time planned? If so, when?

Do you have a walk or run outside planned today? If so, when?



EVENING Checklist

Step 3: WARM DOWN 

What are you most proud of today? (Don't skip this question!)

Is there anything you can learn from, or do better tomorrow?

Can you make a plan for tomorrow or make tomorrow morning easier in any way? Yes No
If so, do it now!

Step 4: RECOVERY 

What is the most important thing you can do for your own recovery now / this evening / before work starts again?