

WEEKLY STRATEGY SESSION (Sundays)

1. Top 2 Priorities for the Week:

- Priority 1:

- Priority 2:

Notes and other ideas for future use:

2. Energy Scan:

- What may drain my energy this week?

- Where do I need to protect or restore energy?

3. Focus for Monday:

- Main objective:

(Optional) Weekly Intention or Motto:

- "This week, I will..."

DAILY CHECK-IN – Monday

1. Top 3 Priorities for Today:

- Task 1:

- Task 2:

- Task 3:

2. Focus Question:

- If I only completed ONE of these today, which one matters most?

3. Energy Level: (Low / Medium / High)

4. Notes or Observations:

DAILY CHECK-IN – Tuesday

1. Top 3 Priorities for Today:

- Task 1:

- Task 2:

- Task 3:

2. Focus Question:

- If I only completed ONE of these today, which one matters most?

3. Energy Level: (Low / Medium / High)

4. Notes or Observations:

DAILY CHECK-IN – Wednesday

1. Top 3 Priorities for Today:

- Task 1:

- Task 2:

- Task 3:

2. Focus Question:

- If I only completed ONE of these today, which one matters most?

3. Energy Level: (Low / Medium / High)

4. Notes or Observations:

DAILY CHECK-IN – Thursday

1. Top 3 Priorities for Today:

- Task 1:

- Task 2:

- Task 3:

2. Focus Question:

- If I only completed ONE of these today, which one matters most?

3. Energy Level: (Low / Medium / High)

4. Notes or Observations:

DAILY CHECK-IN – Friday

1. Top 3 Priorities for Today:

- Task 1:

- Task 2:

- Task 3:

2. Focus Question:

- If I only completed ONE of these today, which one matters most?

3. Energy Level: (Low / Medium / High)

4. Notes or Observations:

WEEKLY RECAP (Friday PM or Saturday)

1. Wins from this Week:

2. Challenges / Friction Points:

3. Did I stay aligned with my top 2 priorities?

4. Lessons Learned:

5. Highlight or Gratitude Moment:

1. The Rule of 3

Each day, ask yourself: What are the 3 most important things I need to do today?
Stick to just 3 to avoid overwhelm and focus on meaningful progress.
If you only finish these 3, the day is still a win.

2. The Eisenhower Matrix (Urgent vs. Important)

When a new task or decision arises, filter it:

- Urgent + Important → Do it now
- Important, not Urgent → Schedule it
- Urgent, not Important → Delegate or minimize it
- Neither → Eliminate it

3. The One Layer Deeper Question

Before jumping into action, ask:

"What's really behind this task or problem?"

Understanding the deeper need (e.g., fear, recognition, control) brings clarity and focus.

4. The "Yes, But Later" Rule

For tasks that pop up but don't align with today's top 3:

Say: "Yes, but later."

Write it down somewhere safe, so your mind can stay clear and focused.

5. Energy > Time

Track your energy, not just your time.

Do the most important work during your peak energy windows.

Protect and restore your energy as seriously as your schedule.

6. Weekly Reset

Once a week, take 15–30 minutes to reflect:

- What worked this week?
- What felt heavy?
- What will I carry into next week?

This keeps you aligned and intentional.

7. The Two Levers Rule

At any time, only push two major life levers:

- Work, Family, Health, Personal Growth, etc.

You can care about everything, but you can't optimize everything at once.

Rotate your focus as needed.