EXCELTODAY!   _____ / _____ / _____

START YOUR DAY

How you start your day has a tremendous impact on how productive you'll be and how fulfilled you feel as a result. At the beginning of each day, work through five categories of questions designed to provide you with the focus, excitement, and energy you'll need to make progress against your goals while getting things done. These five categories include:

BIG 1. Today's #1 priority.

2 EXCITE. Two things you are looking forward to.

3 FOR ME. Three things you will do for yourself, or someone else.

GRATEFUL 4. Four things for which you are grateful.

5 TO THRIVE. The top five things that you need to get done today.

		5 To Thrive
Big 1		
2 Excite		1.
3 For Me		2.
		3.
Grateful 4		4.
		5.

END YOUR DAY

End each day reflecting on one thing you appreciated about the day and one thing you learned. Then, rate your overall satisfaction with your day and consider one thing you'll do to make tomorrow better.

One thing I **learned** today…	
One thing I **appreciate** about today…	
OVERALL SATISFACTION and Why -2 -1 0 +1 +2 Negative Average Positive	
One thing to improve tomorrow…	