

Date: __ / __

PROJECT PERFORMANCE PLANNER™

MORNING MINDSET

- 1 One thing I can get excited about today is...
- 2 A situation that might be challenging today is...
- 3 One action I could take today to demonstrate excellence or real value is...
- 4 One bold action I could take today is...
- 5 The big picture I have to keep in mind today is that I am working steadily towards...

Today's TOP 3 goals

6AM
6:30
7
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30

Tasks that must be done today

1PM
1:30
2
2:30
3
3:30
4
4:30
5
5:30
6
6:30
7
7:30

EVENING JOURNAL

- 1 A moment that I really appreciated today was...
- 2 A situation i handled well today was...
- 3 Something I realised or learned today was...
- 4 I could have made today even better if I...
- 5 If I was a high performance coach, I would tell myself this statement about today...

DAILY HABITS SCORECARD

Give yourself a score of 1-5 on the following statements. The purpose is not to be perfect. It is to be self-aware each day of the habits that help you to succeed over the long-term

CLARITY

I knew my "why" and I lived intentionally today



PRODUCTIVITY

I worked on things that mattered the most today



ENERGY

I managed my mental and physical energy well today



INFLUENCE

I guided or treated others well today



NECESSITY

I felt it was necessary to be my best and made success a "must"



COURAGE

I shared my real self, my thoughts and feelings today

