

What happened yesterday?

List the important work you completed and any significant events.

What could have gone better?

Answer this question if you did not complete important work yesterday.

What must be done today to have a successful day?

Don't fill this space up with tasks. Find just one important piece of work that, if completed, will make today a success.

What systems and routines to do you have that will help you accomplish your goals today?

What challenges do you expect to face today that could derail your plan?

List the things you control as well as the things you don't control.

How will you overcome these challenges if they occur?

Make a plan now so that you don't have to figure it out in the moment.