

Date: _____

Daily Planner

How I want to feel today? : _____



FreedomRivera.com

Today's Inspiration:

(E.g: quote, affirmation, motto, person)



Most Important Goals



(For today only)

1. _____
2. _____
3. _____



Productivity Schedule

"The key is not to prioritize what's on your schedule, but to schedule your priorities."

Stephen Covey

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Amazing Healthy Meals

Breakfast: _____

Lunch: _____

Dinner: _____

Bottles of water: _____
(4 small bottles= est. 1/2 a gallon) 



My self care practice for today is

- Exercise
- Reach out to a friend
- Eating out
- Massage
- Life coach session
- Therapy
- Meditation
- Beauty Care
- Yoga
- Dancing
- Fun activity
- _____

REFLECTIONS & NOTES OF GRATITUDE (at the end of the day)

How to use your daily planner.

by Success Coach, Freedom Rivera

Magnificent,

Here are some guidelines that can help you maximize your daily planner.

- First you should know this. Your life needs to revolve in a high vibration of energy. What does that mean? You need to have a dose of inspiration on a daily basis in order to improve your mindset on how you are going to tackle your daily goals. Let me show you how.
- Step 1. Every day of the week should have a theme that targets what you want to accomplish on that specific day. For example, my Tuesdays involves a lot of activities that deals with my coaching business. So I called it, "My Fabulous Business Tuesdays." On Sundays, I like to chill at the beach hence I called it "Beach Sundays." Remember themes were meant to help you focus only on the goals for that particular day.
- Write on top of your daily planner, your theme day. Make it fun! Write your ideas below:

Mondays: _____

Tuesdays: _____

Wednesdays: _____

Thursdays: _____

Fridays: _____

Saturdays: _____

Sundays: _____

- Step 2. Pick three goals that you want to accomplish and write it down under the section "Most Important Goals." Write the #1 goal that MUST be accomplish on top of the first line. (if you accomplish that goal, then you are on top of your game). Every new behavior takes practice ;-)
- Step 3. Under your productivity schedule section: break down your time in one hour sprints and give yourself a 5-10 minute break. Go for a walk, stretch, color a mandala, talk to someone, etc. Its like a reset and reboot for the brain.
- Step 4. Self care is very important on a daily basis. An act of kindness starts with you. Be compassionate to yourself by taking care of your body and mind daily.

This daily planner can help you tackle those goals on the days you want to be more productive.

You got this!

With love,

Freedom

Helpful hint: Put aside one hour or less during the day for your emails or social media. If we use our time sporadically on this, we can waste a whole lot of time of our day.