



## Daily Optimizer and Action Plan System

### 1. Get Centered and Calm

- While still in bed, stretch like a cat and place heart centered attention on what I am grateful for; set an intention for the day (e.g., focus, productivity, peace, connection, service, etc.) and mentally rehearse acting with this intention throughout my day.
- Eat protein based breakfast
- Commune with nature and husband- have coffee outside or if time permits, take a walk

### 2. Review Commitments, Calendar and Master List

- Quick Review of Outlook Calendar and Tasks List
- Scan Physical Calendar for discrepancies
- Scan Emails for new/urgent information that might impact daily priorities
- Review yesterday's To Do list and Master List and make notes of carryovers, urgent and important undone tasks
- Check in with husband to assess need for coordinating/accommodating schedules
- Remind myself of my commitment to my personal values (freedom, fun, contribution, authenticity, adventure)

### 3. Create Daily To Do List

- Select top 5 priorities, rank them from 1-5 with 1 being highest priority and first task to be done. Make sure to include items that are important (like planning, etc.) but not yet urgent. Since mornings are my best thinking time, do most difficult task first.
- Using Microsoft's To Do List Template on computer, type in top 5 priorities and their rankings, placing time estimates next to each entry
- Add up estimates of time and add additional action items on list, making sure to allow extra time for breaks, interruptions and things that come up
- Print out list for easy viewing next to my computer; and keep up on computer to check off as complete tasks
- Add additional tasks to list as appropriate based on urgent and important matters
- Do not schedule back-to-back clients; leave at least 30 minutes between client appointments

### 4. Focus and Take Action

- Note time and plan to spend next 45 minutes of uninterrupted time (no phone calls or emails- unless this is a planned task); set timer on computer to ring in 45 minutes
- Ensure clear office space, gather all materials needed and begin first priority task on list
- If I notice myself being distracted, enticed to do an easier task or to multi-task, remind myself of how the brain operates. Like a computer, it cannot have too many files open at the same time and opening and closing files takes up space, leaving less time and focus on the task at hand. Thus, do not be tempted to multi-task, because I will take more time and lose more energy.

- Put do not disturb sign on door; turn down volume on answering machine and turn off email audio or visual notice
- Enjoy what being focused and in the flow feels like and simply do the task(s), starting with 1, on to 2, etc. until 45 minutes has elapsed.
- Take a 5 potty, water break. Consider a 10 minute walk outside to clear my mind and ease my body. Eat healthy snack every 3-4 hours.
- Repeat above until the lunch

5. **Connect, Relax and Release:** Shift mindset by doing any of the following

- Network lunch or walk with colleagues, clients or potential clients
- Eat quick lunch and take a walk
- Enjoy professional reading on topic I love while eating out on in
- Meet a friend for lunch
- Listen to an audio program on topic of interest
- Have lunch with husband
- Skype grandchildren/children
- Always take time to each health protein based lunch

6. **Re-Focus and Take Action**

- Listen to energetic song and move body to body going again
- Repeat 4 above, moving down my list, taking breaks at 45 minutes (will be longer when meeting with clients)

7. **Winding Down at Office**

- Review my calendar for next day appointments/commitments- make note of anything important I need to remember
- Pack things I may need to take home
- Clean off desk

8. **Enjoy My Evening**

- Reconnect with husband
- Do only URGENT must do work for office
- Eat health dinner at least two hours before bedtime
- Relax- wind down- do things that will rejuvenate me- (read, sing, play piano, draw, talk)
- Listen to calming hypnosis recording before bed- to reinforce positive changes
- Review accomplishments/ things that went well for me in the day; and list 3 things I'm grateful for
- Sleep soundly throughout the night- All is Well