

DATE ____ / ____ / ____

TODAY'S MESSAGE TO MYSELF

MORNING MINDSET

1. One thing I can get excited about today is ...

2. If one word could describe the kind of person I want to be today, then that word is ... and why I chose it is ...

3. Someone who needs me on my A-game today is ...

4. A situation that might stress me out or trip me up today could be ...

... and the way that my best self would deal with that is ...

5. Someone I could surprise with a note, gift, or sign of appreciation is ...

6. One action I could take today to demonstrate excellence or real value is ...

7. One bold action I could take today is ...

8. If I was a high performance coach looking at my life from a high level, I would tell myself to remember that ...

9. The big projects I have to keep in mind that I want to take on, even if I can't act toward them today, are ...

10. I would know that today was a great success if at the end of the day I did or felt these things ...

TODAY'S TOP 3 GOALS/PRIORITIES

TASK
MU

6AM

6:30

7

7:30

8

8:30

9

9:30

10

10:30

11

11:30

NOON

12:30

NOTES

1PM

1:30

2

2:30

3

3:30

4

4:30

5

5:30

6

6:30

7

7:30

TASKS THAT ABSOLUTELY MUST BE DONE TODAY

1PM

1:30

2

2:30

3

3:30

4

4:30

5

6

PERSON(S) I NEED TO LEAD OR CONNECT WITH TODAY (AND HOW TO DO IT WELL)

EVENING JOURNAL

1. A moment that I really appreciated today was ...
2. A situation or task I handled well today was ...
3. Something I realized or learned today was ...
4. I could have made today even better if I ...
5. Something that could have helped me feel more connected to others today would have been ...
6. If I was my own high performance coach, I could tell myself this statement about today ...

DAILY HABITS SCORECARD

Give yourself a score of 1 to 5 on the following statements related to the habits in the book *High Performance Habits*. A "1" is low, and a "5" is high. The goal isn't to be perfect; it's to become more self-aware every day about the habits that matter most in helping you reach long-term success.

CLARITY

I knew my "why" and lived intentionally today.

PRODUCTIVITY

I worked on things that mattered most today.

ENERGY

I managed my mental and physical energy well.

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, thoughts, and feelings today.

WEEKLY LEARNING REVIEW

➤ 3 great things that happened to me last week were ...

➤ The main struggle I faced this past week was ...

...and if I were advising or mentoring someone dealing with the same struggle, I'd advise them to ...

➤ 2 things I learned about myself this past week include ...

➤ 2 things I learned about others—partner, loved ones, friends, team, customers, etc.—include ...

➤ 1 decision that I could have made last week to make my life better or to move ahead faster would have been ...

WEEKLY LIFE REVIEW

Score yourself on a scale of 1 to 5 in each of the areas below, with 5 being awesome. Also, write any notes in the bubbles or the space below about what is happening in that area or what you would like to improve. Be honest, but also be kind to yourself. Tally your scores up and multiply by 2, and that will give you a score out of 100. Basically, you're doing a spot check on your life and giving yourself a score so that you know where you are. For the partners/love bubble, if you are not currently in a relationship, then rate yourself on how well you're doing living each day through your heart.

HEALTH

Score 1–5: _____

MENTAL/EMOTIONAL

Score 1–5: _____

PARTNER/LOVE

Score 1–5: _____

FAMILY

Score 1–5: _____

FRIENDS

Score 1–5: _____

MISSION

Score 1–5: _____

EXPERIENCES

Score 1–5: _____

SPIRIT

Score 1–5: _____

FINANCES

Score 1–5: _____

LEARNING

Score 1–5: _____

GOALS AND IDEAS FOR IMPROVING YOUR LIFE IN ANY OF THESE AREAS:

WEEKLY REVIEW: HIGH PERFORMANCE HABITS

For each of the 6 high performance habits below, add your score and multiply this by 4. That will give you a score out of 100 percent. Whatever your score, keep trying to improve in these areas because they correlate with your long-term success potential. Read *High Performance Habits* for strategies on improving these scores.

SEEK CLARITY

	LOW				HIGH
1. I was intentional in how I acted today.	1	2	3	4	5
2. I knew the feelings I wanted to generate today.	1	2	3	4	5
3. I stayed focused as much as I wanted to.	1	2	3	4	5
4. I made today meaningful.	1	2	3	4	5
5. I determined something I can get better at today.	1	2	3	4	5

TOTAL x 4 = _____ out of 100%

GENERATE ENERGY

	LOW				HIGH
1. I managed my energy well today.	1	2	3	4	5
2. I chose to bring joy to this day.	1	2	3	4	5
3. I recharged throughout the day to stay energized.	1	2	3	4	5
4. I worked out today.	1	2	3	4	5
5. I wound down well tonight so I can sleep well.	1	2	3	4	5

TOTAL x 4 = _____ out of 100%

RAISE NECESSITY

	LOW				HIGH
1. I was emotionally committed to excellence today.	1	2	3	4	5
2. I knew my "why" today and worked for it.	1	2	3	4	5
3. I cared about serving others today.	1	2	3	4	5
4. I hit my deadlines and finished my duties today.	1	2	3	4	5
5. I managed my self-talk to stay on my A-game.	1	2	3	4	5

TOTAL x 4 = _____ out of 100%

INCREASE PRODUCTIVITY

	LOW				HIGH
1. I worked on things that mattered most today.	1	2	3	4	5
2. I progressed a major dream or goal today.	1	2	3	4	5
3. I avoided distractions well today.	1	2	3	4	5
4. I set intentions before each major activity today.	1	2	3	4	5
5. I fully engaged and enjoyed my efforts today.	1	2	3	4	5

TOTAL x 4 = _____ out of 100%

DEVELOP INFLUENCE

	LOW				HIGH
1. I was a role model today.	1	2	3	4	5
2. I guided others to thinking well today.	1	2	3	4	5
3. I challenged someone to grow today.	1	2	3	4	5
4. I worked on myself today.	1	2	3	4	5
5. I demonstrated caring for others today.	1	2	3	4	5

TOTAL x 4 = _____ out of 100%

DEMONSTRATE COURAGE

	LOW				HIGH
1. I dealt with fear or unknowns well today.	1	2	3	4	5
2. I shared my real self with others today.	1	2	3	4	5
3. I tried to stay confident today.	1	2	3	4	5
4. I responded well and quickly to life's challenges.	1	2	3	4	5
5. I took action despite work or risk.	1	2	3	4	5

TOTAL x 4 = _____ out of 100%

MONTHLY REVIEW: WHOLE LIFE ASSESSMENT

The goal of this assessment is to help you identify areas for improvement in the major areas of life. As with any self-assessment, the goal isn't a complete snapshot of every nuance of your life, but rather a good opportunity for overall self-reflection. So, don't stress about the exact wording of these descriptions. Instead, just give your overall impression of how you rate in each category based on the past 30 days of your life. After you finish, take time to journal about your ratings and each area of your life. If you don't like your scores, it's just an indication to focus on that area a little more this month. Improvement takes time. Set some goals, start some new habits, and be patient and persistent in your journey to the next level of performance. You're stronger than you think, and the future holds good things for you.

Categories

Score (1=Low Agreement, 10=I'm Awesome)

HEALTH

I regularly take care of myself so that I can feel my best. I want my overall physical and emotional health (my well-being) to be primed and optimized to make me feel energetic and strong each day. I strive to eat well, sleep well, and work out so that I have the physical vibrancy and stamina to enjoy life and deal with its challenges and opportunities.

1 2 3 4 5 6 7 8 9 10

MENTAL/EMOTIONAL

I keep a positive outlook and attitude. I'm cultivating a sense of joy and peace in my life so that I can experience positive emotions and relationships. I take care of myself by being mindful to the energy, focus, and emotions I really want to experience and generate in life.

1 2 3 4 5 6 7 8 9 10

PARTNER/LOVE

I feel a consistently deep, trusting, appreciative, soulful, loving connection with my significant other. I am patient, respectful, and attentive to my partner's needs. Alternative if single: I live each day through my heart and demonstrate compassion and love for others.

1 2 3 4 5 6 7 8 9 10

FAMILY

I am present with my family. I am creating deep connection, and fun and positive energy with the family members that I keep in contact with. It's evident that I love my family and I'm doing my best for them. I try to forgive their mistakes and be compassionate with them.

1 2 3 4 5 6 7 8 9 10

FRIENDS

My immediate social circle of friends brings connection, fun, and positive energy into my life. I seek out positive people and I do my very best to bring positive energy and real authenticity into all my relationships. I spend enough time with friends.

1 2 3 4 5 6 7 8 9 10

MISSION

I feel clear, energized, and fulfilled by my work and contributions to the world. I believe my work or day's effort adds real value and is a true reflection of my best efforts and contributions. I am truly engaged and excited by what I'm doing—it feels like a mission, calling, or purpose.

1 2 3 4 5 6 7 8 9 10

EXPERIENCES

I plan special experiences—trips, adventures, nights out, time to connect or disconnect—so that I enjoy life. I give enough time to the things I love in life, including to my hobbies, interests, and non-work goals and adventures.

1 2 3 4 5 6 7 8 9 10

SPIRIT

I feel connected to the present moment and vitally alive in my spirit. I am congruent with my beliefs and behaviors and I keep my faith and values at the forefront of my decisions and daily actions.

1 2 3 4 5 6 7 8 9 10

FINANCES

I am being responsible in how I spend my money. I'm saving money for my future. I'm learning the skills necessary to develop my ability to earn even more. I am happy with my lifestyle and allow myself to enjoy what I've built and earned.

1 2 3 4 5 6 7 8 9 10

LEARNING

I am curious and pay attention to the world around me so that I can learn new things. I ask questions. I seek to discover new things about myself and others. I have created a personalized curriculum for myself so that I can develop the skills needed to succeed.

1 2 3 4 5 6 7 8 9 10

TOTAL SCORE: _____

IDEAS TO IMPROVE ANY OF THESE AREAS INCLUDE . . .