

Daily goal setting when working from home



Check-in

- How are YOU feeling? What is **1** thing you are grateful for?

- What is one thing you will do to take care of YOU tonight? Think of this if you feel unhappy, worried, frustrated etc. today.

- Have you turned back on your notifications?

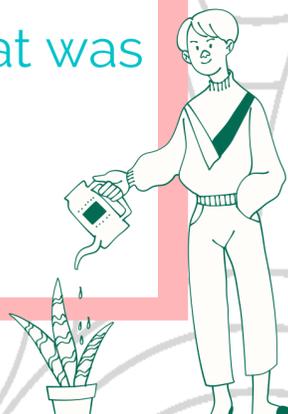
- If you only got 3 things done today, what would you like them to be?

- 1.
- 2.
- 3.

Now prioritise the rest of your to do list.

Did you have a goal from yesterday? What was it?

You can do hard things...



Check-out

- How are you feeling? What are **3** things that went well today?

- 1.
- 2.
- 3.

- Did you try to do everything you could have humanly done today? If you could change **1** thing tomorrow (you might not need to change anything) what would it be?

- Is there anything you still NEED to do for tomorrow? Can you get it done first thing? Add it to your to do list for tomorrow & forget it.

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- What is one thing you will do to take care of YOU tonight? Make sure you do it!



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