



Morning & Evening Routines

Morning Routine 1: Wake up

Cue: Alarm goes off

Routine: 15 minutes

- Wash face, brush teeth
- Make bed
- (2 min) List 3 things I am grateful for
- (5 min) Meditation
- (5 min) Reading

Reward: Fantastic cup of coffee!
Proceed to get showered/dressed



Morning Routine 2: Pre-Work

Cue: Opening computer

Routine: 20 minutes

- (2 min) Identify super important tasks you need to accomplish in the day
 - (2 min) Open calendar and count open work blocks
 - (10 min) Map today's critical tasks to open work blocks
 - (2 min) Communicate any new changes to team/boss
 - (4 min) Process simple emails in your inbox to zero. Schedule other email time as needed to open work blocks
- Reward:** 10 min checking the news

Tips for Morning Routines:

- Start small
- Keep to less than 30 minutes each
- If your routine is too complicated to do in a hotel room, it is too complicated!

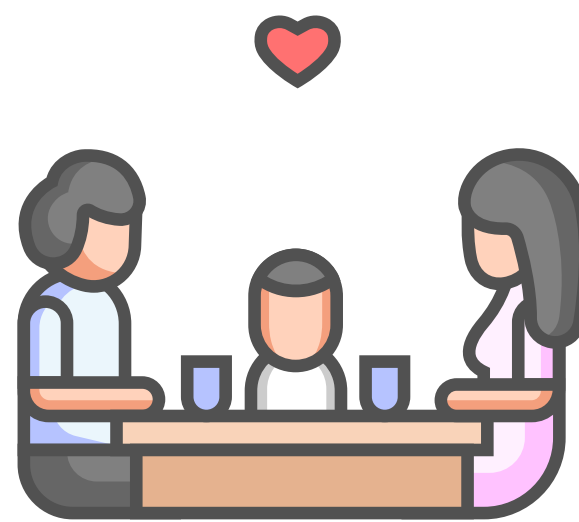
Evening Routine 1: Finish Work

Cue: Church bells ring at 5:30 pm

Routine: 20 minutes

- Play end of day music playlist
- (5 min) What did I do, What did I not do, How can I improve?
- (5 min) Plan out tomorrow
- (5 min) Clean desk/office
- (5 min) Last minute urgent emails

Reward: Shut down computer and say, "I'm done with an awesome day!"



Evening Routine 2: Back to Life Routine

Cue: Walking in the front door

Routine: 20 minutes

- (7 min) Workout [Optional]
- Shower or bathe
- (2 min) Meditation on accomplishments
- Change into comfy evening clothes

Reward: Enjoy dinner with family

Tips for Evening Routines:

- Defend your time
- If you still have highly critical tasks to do when your "Finish Work" alarm rings, execute your routines anyway



My School RD

Nutritionals Made Easy

Focus on successfully completing the routines for 66 days!