

Mindful Daily Log



Instructions

The daily Journal is created to help you organize your day with intention, stay focused on what matters most, and monitor your productivity and discipline. It also allows you to notice what supports your best performance and where adjustments may be needed.

Start by selecting and naming the activities in your morning routine. Examples include hygiene, a 3-mile run, a 7-minute stretch, reviewing your to-do list, breakfast, a protein shake, team check-in, journaling, or a 5-minute meditation. Write down your planned start and finish times, check off each item once completed, write one thing you are grateful for, and record your actual start and finish times.

For Session 1, enter your focus and refresh time. These vary depending on personal preference and the nature of the task, but a common structure is 45 minutes of focused work followed by a 15-minute refresh. Define your main target for the session, set your timer, and begin. Once your focus time ends, note what you accomplished and rate your productivity and focus levels.

Repeat this process for every session you plan throughout the day.

Complete your evening routine in the same structure as your morning routine. Conclude with a brief reflection highlighting your biggest achievement or meaningful insight from the day.

h2h

Daily Worksheet

Morning Routine

Planned Start	Planned Finish	Actual Start	Actual Finish

Activities (Type directly below):

Activity 1	
Activity 2	
Activity 3	
Activity 4	
Activity 5	
Activity 6	
Activity 7	
Activity 8	

Session 1

Focus Time (min)	Refresh Time (min)	Productivity (1-10)	Focus (1-10)

My main target:

What I achieved:

What am I grateful for today?

Session 2

Focus Time (min)	Refresh Time (min)	Productivity (1-10)	Focus (1-10)

My main target:

What I achieved:

What am I grateful for today?

Session 3

Focus Time (min)	Refresh Time (min)	Productivity (1-10)	Focus (1-10)

My main target:

What I achieved:

What am I grateful for today?

Session 4

Focus Time (min)	Refresh Time (min)	Productivity (1-10)	Focus (1-10)

My main target:

What I achieved:

What am I grateful for today?

Session 5

Focus Time (min)	Refresh Time (min)	Productivity (1-10)	Focus (1-10)

My main target:

What I achieved:

What am I grateful for today?

Session 6

Focus Time (min)	Refresh Time (min)	Productivity (1-10)	Focus (1-10)

My main target:

What I achieved:

What am I grateful for today?

Evening Routines

<i>Planned Start</i>	<i>Planned Finish</i>	<i>Actual Start</i>	<i>Actual Finish</i>

Activities (Type directly below):

Activity 1	
Activity 2	
Activity 3	
Activity 4	
Activity 5	
Activity 6	
Activity 7	
Activity 8	

What was my biggest achievement today?

Hope this exercise has proven useful!
We wish you a happy and fulfilled life!

Warm regards from team at head2heart!!

Thank you!!