

YOUR ACTION PLAN TO OWN THE FIRST HOUR

Decide what your most important task will be, and create a plan to do it first.

How am I going to own the first hour tomorrow morning?

EXAMPLE: *I'm going to wake up, meditate for 15 minutes, and then do a 30-minute bodyweight workout in my living room.*

What trigger will I put in place to make sure I actually do it?

In other words, how will I eliminate distraction and self-sabotage?

EXAMPLE: *I'm going to download a guided meditation app right now. And I'm going to lay out my workout clothes so they're the first thing I see when I wake up.*

How am I going to own the first hour at work?

In other words, what's my most important task for tomorrow?

EXAMPLE: *I'm going to outline the first chapter of my book.*

EXAMPLE: *I'm going to prepare my notes and practice leading the afternoon sales meeting.*

What trigger will I put in place to make sure I actually do it?

In other words, how will I eliminate distraction and self-sabotage?

EXAMPLE: *Right before I sit down to work, I'm going to turn off my phone and the Wi-Fi.*