

# MORNING AND EVENING RITUALS WORKSHEET™

MORNING RITUAL List your activities and necessary time for completion.		
	ACTIVITY	TIME
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
TOTAL TIME		



POSSIBLE ACTIVITIES

EVENING RITUAL List your activities and necessary time for completion.		
	ACTIVITY	TIME
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
TOTAL TIME		



POSSIBLE ACTIVITIES

# MORNING AND EVENING RITUALS WORKSHEET™

SAMPLE

MORNING RITUAL List your activities and necessary time for completion.		
	ACTIVITY	TIME
1	Drink a glass of water.	—
2	Eat breakfast.	15 min.
3	Make coffee.	10 min.
4	Read selection from The Daily Stoic.	10 min.
5	Use Headspace app for guided meditation.	10 min.
6	Exercise at the gym.	45 min.
7	Shower & get ready.	45 min.
8		
9		
10		
TOTAL TIME		2 hrs. 15 min.

POSSIBLE ACTIVITIES
Shower
Go to the gym
Coffee
Read devotional
Breakfast
Water
Take 10 on Headspace

EVENING RITUAL List your activities and necessary time for completion.		
	ACTIVITY	TIME
1	Discuss the day with fam/prep dinner.	30 min.
2	Eat dinner with family.	30 min.
3	Watch Netflix with Kevin.	60 min.
4	Drink herbal tea & read 10 pages in book.	30 min.
5	Do night time stretches.	10 min.
6	Pray with Kevin.	5 min.
7		
8		
9		
10		
TOTAL TIME		2 hrs. 45 min.



POSSIBLE ACTIVITIES
Stretch
Dinner
Talk to fam
Pray
Netflix
Drink tea
Read books

# WORKDAY RITUALS WORKSHEET™

WORKDAY STARTUP RITUAL		List your activities and necessary time for completion.
	ACTIVITY	TIME
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
TOTAL TIME		



POSSIBLE ACTIVITIES

WORKDAY SHUTDOWN RITUAL		List your activities and necessary time for completion.
	ACTIVITY	TIME
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
TOTAL TIME		



POSSIBLE ACTIVITIES

# WORKDAY RITUALS WORKSHEET™

SAMPLE

WORKDAY STARTUP RITUAL			List your activities and necessary time for completion.
	ACTIVITY	TIME	
1	Process email inbox to zero.	30 min.	
2	Check Slack and respond to convos.	15 min.	
3	Review today's calendar.	5 min.	
4	Review annual goals.	5 min.	
5	Finalize today's Big 3 tasks.	5 min.	
6			
7			
8			
9			
10			
TOTAL TIME		1 hr.	

POSSIBLE ACTIVITIES
Review today's calendar to see what's on my plate
Process my email and Slack inboxes
Revisit today's Big 3 and make sure they're the right ones
Review my annual goals for context

WORKDAY SHUTDOWN RITUAL			List your activities and necessary time for completion.
	ACTIVITY	TIME	
1	Process email inbox to zero.	30 min.	
2	Check Slack and respond to convos.	15 min.	
3	Move unfinished items to new days/times.	5 min.	
4	Process notes from the day.	5 min.	
5	Determine tomorrow's Big 3 tasks.	5 min.	
6			
7			
8			
9			
10			
TOTAL TIME		1 hr.	



POSSIBLE ACTIVITIES
Process today's notes for action items and follow-up
Move anything I didn't complete to new day
Process my email and Slack inboxes
Pick the Big 3 for the next day