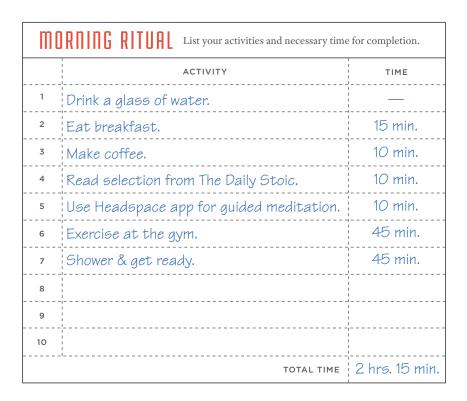
MORNING AND EVENING RITUALS WORKSHEET™

mo	IRNING RITUAL	List your activities and necessary time	e for completion.	<u>-</u> Ò-
	1	ACTIVITY	TIME	POSSIBLE ACTIVITIES
1	'		'	
2				
3			7	
4	'		; 	
5			J 	
6				
7	;			
8			 	
9				
10				
	'	TOTAL TIME		
				1
EVI	ENING RITUAL	List your activities and necessary time	e for completion.	
	1 1 1 1	ACTIVITY	TIME	POSSIBLE ACTIVITIES
1	 		 	
2	 		 	
3	 		 	
4	 		 	
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6			 	
7	 		γ	
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10			; ; ; ;	

MORNING AND EVENING RITUALS WORKSHEET™





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

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.

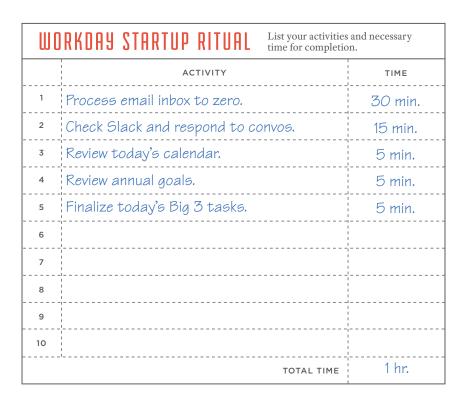


POSSIBLE ACTIVITIES
Stretch
Dinner
Talk to fam
Pray
Netflix
Drink tea
Read books

WORKDAY RITUALS WORKSHEET™

WU	RKDAY STARTUP RITUAL Lis	t your activities and necessary e for completion.	OPEN_
	ACTIVITY	TIME	POSSIBLE ACTIVITIES
1	1		
2	 		
3			
4	 	<u> </u>	
5	 		
6	i 		
7	, 		
8	 		
9	 	 	
10	 		
		TOTAL TIME	
WO	RKDAY SHUTDOWN RITUAL	List your activities and necessary time for completion.	CLOSED
WO	RKDAY SHUTDOWN RITUAL	List your activities and necessary time for completion.	CLOSED POSSIBLE ACTIVITIES
W O	 		
1	 		
1 2	 		
1 2 3	 		
1 3 3 4	 		
1 2 3 4 5	 		
1 2 3 4 5 5	 		
1 2 3 4 5 5 6 7	 		
1 2 3 4 5 6 7 8	 		

MORKDAA BILNATZ MOBKZHEET™





POSSIBLE ACTIVITIES
Review today's calen-
dar 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