

Week beginning Monday, January 2, 2012

| FREQUENCY | TASK | MINUTES | MON | TUES | WED | THURS | FRI | SAT | SUN |
|------------------|-------------------------------------|------------|-----|------|-----|-------|-----|-----|-----|
| Daily | Exercise at least 15 minutes | 30 | | | | | | | |
| Daily | Plan 6 tasks for following day | 15 | | | | | | | |
| Daily | Meditate / Breathe | 15 | | | | | | | |
| Daily | Get at least 7 hours of sleep | 0 | | | | | | | |
| Daily | Gratitude and Reflection | 15 | | | | | | | |
| Daily | Journal: Morning Pages | 15 | | | | | | | |
| Daily | Do something nice | 0 | | | | | | | |
| Daily | Expand: Step out of my comfort zone | 0 | | | | | | | |
| Weekly | 2 hour "me date" (once a week) | 0 | | | | | | | |
| THIS WEEK | Write out your GOALS | 30 | | | | | | | |
| | TOTAL MINUTES | 120 | | | | | | | |
| | HOURS CONVERSION | 2 | | | | | | | |

QUOTE OF THE WEEK:

Don't put off till tomorrow what can be done today