

DATE

WAKE UP

BEDTIME

TODAY'S MINIMUM — NO MATTER WHAT

ENERGY CHECK

☐ Low ☐ Normal ☐ On a roll

Low day? Do only the Minimum column.

MORNING

Start with the one thing that moves your goal.

TIME	WHAT	MINIMUM VERSION	✓
			☐
			☐
			☐
			☐
			☐
			☐

WORK / DAY

Critical tasks first, routine after.

TIME	WHAT	MINIMUM VERSION	✓
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

EVENING

Wind down and set up tomorrow.

TIME	WHAT	MINIMUM VERSION	✓
			☐
			☐
			☐
			☐
			☐
			☐

NOTES

Did I close my Minimum? ☐ Yes — the day counts ☐ Not yet — tomorrow's smallest step: