



2020 **Planning** Vision

Ideal Day Worksheet

Design your VISION for your FUTURE

2020 Planning Vision

Ideal Day Worksheet

Outline & Schedule your Ideal Day

You've already visualized your future, but now it's time to get more detailed so you can create an outline and template for how your day will look like, Start with your morning routine. What time do you wake up? What is the first thing you do? What does your ideal morning routine look like? Is there a sequence or just a list of things you do most mornings? In ideal world, when do you start work? How long do you set aside for focus work versus meetings? When do you break for lunch? Where do you eat lunch, with whom?

Giving Yourself Options

Once you've visualized and scheduled an ideal day, let's create a chill day. A more relaxed day where you are still putting in effort and taking care of your most prioritized tactics and habits, but you also get to recharge.

Prepare for the worst - Elevate your baseline

Now that we have an ideal day and a regenerative day scheduled, let's look at a worst case scenario. What if you have a late night the night before and there's no way you're getting up as early. Maybe something has come up that knocks your schedule out of whack. What are your absolute must have events? Do you still need to physically get to work or do you have some flexibility with your work start time? Do you have to get the kids to school at a certain time?

2020 Planning Vision

Ideal Day Worksheet

For each different day, outline the activities you'd like to be doing and at what time you'd want to be doing them. Do your best to estimate the time it takes to do each and be sure to include plenty of buffer to allow for things like travel. If your days are less consistent just pick one representative day. It's also OK to block off larger chunks of time if your schedule calls for it, but the more you're willing to be specific the more useful this exercise will be. If you work an office job for example, you could just block off 9-5 as work, but I encourage you to find a rhythm to your day. How do you start your work day? Do you have dedicated time for email? How do you end your work day? Do you have time to end with intention and setup up the following day?

Ideal Day

4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____

Chill Day

4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____

Chaos Day

4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____