

Simple Morning Routine Planner

It's not that there is not enough Time . . .

It's that too much Time is wasted

How to Use the Simple Morning Routine Planner

- 1) Feel free to use my routine, or modify it to best fit your needs.
- 2) I recommend, at a minimum, keeping steps 1-3.
 - a. Feel free to modify the time after you have practiced it.
 - b. I recommend not moving steps 4 and 5 up. If you dig into your messages too soon, you risk getting distracted and skipping your routine. If you are getting up early. Anything, in your inbox, can wait. If it were a true emergency, someone would have called.
- 3) Remember this is aspirational. If things slide, do not beat yourself up. But, do get back on track as soon as possible. If recurring interruptions are keeping you from your routine, then reevaluate and adjust as needed.
- 4) Page 2 is my actual morning routine. Page 3, is a template for you to modify for your own use.

All the best!

Joe

For more information on your morning routine, or organizing the rest of your day, feel free to email me directly at: joe@discoveryourcompass.org

Weekday - Morning Routine (Immediately After Waking)

(Do NOT look at any overnight messages, Facebook, Text, email, etc.)

Activity	Time (1 - 10 Minutes)	Notes/Reflections
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1) Meditate	10 Minutes	Sit Quietly. Eyes Closed. Allow thoughts to come, but do not focus on them. Do not try to cling to them. Let them pass by. Important thoughts will remain when you are done.
2) Morning Thoughts	10 Minutes	Write down any important thoughts that came from the meditation. Also, list up to, but no more than 3 accomplishments for the day. You can, ultimately accomplish more, but 3 is doable and creates a sense of accomplishment.
3) Get Your Body Moving	10 Minutes	Quick, easy options are morning yoga stretches. Walking up and down stairs. Squats, running in place and push-ups. It should be invigorating, not exhausting.
4) Scan Emails, texts, etc.	5 Minutes	Scan for anything priority items. Do not respond. Flag anything that you should handle first thing, when you are done.
5) Review Calendar	5 Minutes	Review calendar and schedule around any pending appointments.

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