

HOW TO HAVE THE BEST DAY EVER

1

Record the time and place, and years from now you'll remember this moment.

2

Assess your energy level to get present.

3

Describe your energy level to gain clarity.

4

Commit to something that energizes you to power up and unlock the passion inside of you.

5

Before your day gets hijacked, put yourself first by describing your top project for the day.

6

Give your commitment to action a boost by describing why this project matters to you.

7

Harvard researchers say one small move forward taps the "Progress Principle" to boost happiness.

8

Use this space for anything else you wish to include in your daily planning.

9

To tap the power of gratitude, savor one thing about this moment.

10

Give your work a deadline, then plan backwards to increase productivity and guarantee life balance.

13

This handy timeline can be used to plan and organize your day.

11

Every day is different and that's why this page is designed to be flexible to meet your needs.

12

Use this page to journal, take notes or brain dump your to do list and important ideas. It's your space to get the most out of your day.

TIME 7:15am

PLACE Clever Monk Coffee Shop

DATE 10/6

TODAY I FEEL
(C'MON, BE HONEST)

Depleted

Meh

Fine

Good

Energized

I FEEL THIS WAY BECAUSE ...

- I woke up feeling tired
- I've got a lot going on at work
- Didn't exercise yesterday

TO FEEL MORE ENERGIZED I CAN ...
(WHAT PEOPLE OR ACTIVITIES GIVE YOU A BOOST?)

- I can have lunch with Sarah and sign up for a 6pm spin class after work. I can also tidy up the kitchen before I leave for the day.

TODAY, MY TOP PROJECT IS ...

Publishing my first novel inspired by my grandmother's remarkable life that I've been wanting to write for years.

THIS PROJECT MATTERS TO ME BECAUSE ...

- I hate my job and I've always dreamt of being a writer and working on it will help me stop thinking and get started.

ONE SMALL ACTION I CAN TAKE TO MOVE FORWARD IS ...

- Google 'self-publishing advice' and watch two video tutorials on the topic. Take notes.

OTHER THOUGHTS ...

TODAY, I'M GRATEFUL FOR ...

My dog, Molly, she's sitting here at my feet right now.

TODAY, I WILL STOP WORKING AT ...

5:30 AM PM

NOTES — PLAN THE DAY — BRAIN DUMP
(FREE SPACE TO HELP FREE YOUR MIND)

5 Second Daily Journal

MEETING NOTES:

- Launch Date: May 8th - have new site up by April 6th. Work with Troy on content and have ready to roll by Feb 15th.
- Arrange flights for April. Work with travel agency to confirm hotel and car schedules.
- Contact printer to confirm delivery dates for January 31st.
- Plan follow-up meeting.

TOP DAILY TO DOs:

- Pay credit card
- Change Netflix password
- Gym membership

Time to hang! ☺

You're awesome! Go rock the day! 🙌👍🔥

⌚ TIME

📍 PLACE

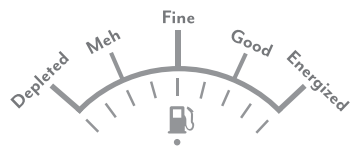
DATE

NOTES — PLAN THE DAY — BRAIN DUMP

(FREE SPACE TO HELP FREE YOUR MIND)

TODAY I FEEL

(C'MON, BE HONEST - CIRCLE ONE)



I FEEL THIS WAY BECAUSE ...

-
-
-

TO FEEL MORE ENERGIZED I CAN ...

(WHAT PEOPLE OR ACTIVITIES GIVE YOU A BOOST?)

TODAY, MY TOP PROJECT IS ...

THIS PROJECT MATTERS
TO ME BECAUSE ...

-

ONE SMALL ACTION I CAN TAKE
TO MOVE FORWARD IS ...

-

OTHER THOUGHTS ...

TODAY, I'M GRATEFUL FOR ...

TODAY, I WILL STOP WORKING AT ...

_____ AM / PM

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📷 MELROBBINSLIVE

📺 MELROBBINSLIVE

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6:00

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You're awesome! Go rock the day! 😊👍🚀🌟