

# Morning and Evening Rituals Worksheet™

MORNING RITUAL List your activities and necessary time for completion.		
	ACTIVITY	TIME
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
TOTAL TIME		


POSSIBLE ACTIVITIES

EVENING RITUAL List your activities and necessary time for completion.		
	ACTIVITY	TIME
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
TOTAL TIME		


POSSIBLE ACTIVITIES

# Morning and Evening Rituals Worksheet™

## MORNING RITUAL List your activities and necessary time for completion.

	ACTIVITY	TIME
1	Drink a glass of water.	—
2	Eat breakfast.	15 min.
3	Make coffee.	10 min.
4	Read selection from <i>The Daily Stoic</i> .	10 min.
5	Use Headspace app for guided meditation.	10 min.
6	Exercise at the gym.	45 min.
7	Shower & get ready.	45 min.
8		
9		
10		
TOTAL TIME		2 hrs. 15 min.



## POSSIBLE ACTIVITIES

Shower

Go to the gym

Coffee

Read devotional

Breakfast

Water

Take 10 on Headspace

## EVENING RITUAL List your activities and necessary time for completion.

	ACTIVITY	TIME
1	Discuss the day with fam/prep dinner.	30 min.
2	Eat dinner with family.	30 min.
3	Watch Netflix with Kevin.	60 min.
4	Drink herbal tea & read 10 pages in book.	30 min.
5	Do night time stretches.	10 min.
6	Pray with Kevin.	5 min.
7		
8		
9		
10		
TOTAL TIME		2 hrs. 45 min.



## POSSIBLE ACTIVITIES

Stretch

Dinner

Talk to fam

Pray

Netflix

Drink tea

Read books

# Workday Rituals Worksheet™

## WORKDAY STARTUP RITUAL

List your activities and necessary time for completion.

	ACTIVITY	TIME
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
TOTAL TIME		



## POSSIBLE ACTIVITIES


## WORKDAY SHUTDOWN RITUAL

List your activities and necessary time for completion.

	ACTIVITY	TIME
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
TOTAL TIME		



## POSSIBLE ACTIVITIES


# Workday Rituals Worksheet™

## WORKDAY STARTUP RITUAL

List your activities and necessary time for completion.

	ACTIVITY	TIME
1	<i>Process email inbox to zero.</i>	<i>30 min.</i>
2	<i>Check Slack and respond to convos.</i>	<i>15 min.</i>
3	<i>Review today's calendar.</i>	<i>5 min.</i>
4	<i>Review annual goals.</i>	<i>5 min.</i>
5	<i>Finalize today's Big 3 tasks.</i>	<i>5 min.</i>
6		
7		
8		
9		
10		
TOTAL TIME		<i>1 hr.</i>



## POSSIBLE ACTIVITIES

*Review today's calendar to see what's on my plate*

*Process my email and Slack inboxes*

*Revisit today's Big 3 and make sure they're the right ones*

*Review my annual goals for context*

## WORKDAY SHUTDOWN RITUAL

List your activities and necessary time for completion.

	ACTIVITY	TIME
1	<i>Process email inbox to zero.</i>	<i>30 min.</i>
2	<i>Check Slack and respond to convos.</i>	<i>15 min.</i>
3	<i>Move unfinished items to new days/times.</i>	<i>5 min.</i>
4	<i>Process notes from the day.</i>	<i>5 min.</i>
5	<i>Determine tomorrow's Big 3 tasks.</i>	<i>5 min.</i>
6		
7		
8		
9		
10		
TOTAL TIME		



## POSSIBLE ACTIVITIES

*Process today's notes for action items and follow-up*

*Move anything I didn't complete to new day*

*Process my email and Slack inboxes*

*Pick the Big 3 for the next day*