

EVENING REFLECTION

Date: _____

DAILY METRICS

Productivity Level

Low

High

Energy Levels

Low

High

WINS & ACHIEVEMENTS

What were today's top 3 successes?

1.

2.

3.

REVIEW & ADJUST

What distracted me?

What did I learn?

PREPARATION FOR TOMORROW

List the "Big Three" tasks for tomorrow:

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CLOSING THOUGHT

One thing I am grateful for today: