

DATE:	S M I W	I F S
Morning (6 AM - 9 AM): Work Tasks	Personal Task Exercise Healthy Breakfast	Break Reflection/ Gratitude
Mid- day (9 AM - 12 PM): Work Tasks	Personal Task ☐ Lunch ☐ Short Walk / Meditation	Break Short Break 3-10 Short Break 3-10 Short Break
Afternoon (12 PM - 5 PM): Work Tasks	Personal Task ☐ Snack Break ☐ Quick Stretching	Break □ Short Break
Evening (5 PM - 9 PM): Work Tasks Wrap up & Plan for Tomorrow	Personal Task ☐ Family Time ☐ Hobbies or Relaxation ☐ Dinner	Break □ Unplug from work
Daily Notes/Reflection		
What Went Well Today?		
What Could Be Improved?		
Goals For Tomorrow		

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Weekly Assessment

MONTH:

WEEK OF:

MONDAY	TUESDAY	WEDNESDAY
THURSDAY	FRIDAY	SATURDAY
SUNDAY	NOTE:	