



What did I do that had no real impact?

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What should I have focused more on?

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What will I stop doing immediately?

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#### **4. One Change Rule**

The ONE thing I will change tomorrow:

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#### **5. My Ideal Workday**

Deep Work: \_\_\_\_\_

Meetings: \_\_\_\_\_

Admin Tasks: \_\_\_\_\_

Breaks: \_\_\_\_\_

#### **6. Commitment**

I commit to improving how I use my time.

Name: \_\_\_\_\_

Date: \_\_\_\_\_