

# SAMPLE STRUCTURE FOR YOUR simplify<sup>365</sup> DAY

Effective leadership requires you to perform at your best with healthy personal habits such as rest, nutrition, exercise, and stress reduction. It means intentionally taking care of yourself; otherwise, the stress and chaos of everyday life may affect your ability to lead the way you want to. We recommend using a Simplify365 Planning Day to gain clarity, review goals and work on the most important issues.

7:00 AM

Mental Focus – Meditation, Mindfulness, Positive Affirmations

7:30 AM

Commit to Continuous Growth – Read Book or Listen to Podcast

8:30 AM

Review Goals: Personal & Family, Evaluate Progress

8:45 AM

Review Business Goals

9:00 AM

Identify 3 Important issues to work on for day

9:20 AM

Set your agenda for the day

9:30 AM

Health – Exercise, Snack, Movement

10:30 AM

Work through Issue #1

12:30 PM

Lunch

1:00 PM

Work Through Issue #2

3:00 PM

Refresh – Break, Stretching, Walk

3:30 PM

Work Through Issue #3

5:30 PM

Summary and Follow-Up Commitment (30 Minutes)