## SAMPLE STRUCTURE FOR YOUR SIMPLE STRUCTURE FOR DAY SIMPLE STRUCTURE FOR DAY SIMPLE STRUCTURE FOR 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)

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