DONE	TOP PRIORITIES	_	TODA	Y'S INTENTION:		
	1.					
	REWARD/REST:					
	2.					
	REWARD/REST:	TODAY'S ACT OF SELF CARE:				
	3.					
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DONE	TASKS		DONE	TASKS		
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I AM GRATEFUL FOR:						
		_	WATER:			
		_	M O V E M E N T :		_ for	minutes.

A GUIDE TO THE DAILY OVERVIEW WORKSHEET

This printable was designed to help you live more intentionally. It is my hope that the Daily Overview worksheet will serve as a gentle guide to help you flow through your day and fill it with purpose and meaning. By setting aside a few minutes at the beginning of each day, or even the evening before, you can sketch out your ideal day knowing what you want to acheive, helping to bring you clarity, focus, and ultimately a sense of peace throughout your day.

PRIORITIES

To make your to-do list a little less overwheming, set your top 3 priorities for the day and put your energy into accomplishing those. Listing your top 3 priorities will allow you to organize your day so that you are accomplishing your most important tasks first. Your brainpower diminishes as the day wears on, so the most important item on your list should be tackled first, while your mind is at its freshest. Then move on to the second priority, and then the third if time allows.

REWARD/REST

After you complete one of your top priorities, celebrate with a small rest break or treat yourself to a little reward! This could be making yourself a fresh cup of coffee, a few minutes of light reading, a walk outside, or even a few moments for meditation. Switching to an activity that is unrelated to what you have been doing helps the mind recharge and will leave you feeling refreshed and ready to tackle the next item on your list.

TASKS

This area is for you to do a brain dump all of the "to do's" that are on your mind. Getting them off of your mind and onto paper will make you feel so much lighter and will free your mind up to able to focus on the top priorities you set for the day. I find it helpful to create a laundry list of all the tasks that need to get done, then look over them and select the 3 that are the most important to accomplish for the day. This helps bring me a sense of peace througout my day, knowing that I am spending my time on the things that matter most.

TODAY'S INTENTION

Choose a word or phrase to serve as a reminder for how you want to live your day. Intentions are different than goals. Where goals are focused more on the future and external achievements, intentions turn more inward, allowing yourself to recognize and live your values in the present moment. An intention I find myself choosing often is kindness. An intention to show acts of kindness throughout the day to help bring joy to others. Another example could be living in gratitude, or having an awareness for the beauty of nature.

TODAY'S ACT OF SELF CARE

The purpose of this section is to remind you to take a little time for yourself each day. It doesn't have to be anything extravagent. It could be calling a friend, flipping through your favorite magazine, or sipping quietly on a lavendar latte. We are more resilient and able to handle the curveballs that life throws at us when we are feeling our best, so it is important to make this time a priority and actively plan it.

WATER

This is a little space to help you be mindful of your water intake, making sure to keep yourself hydrated throughout the day. Every cell, tissue, and organ in your body needs water to function properly. I love to begin each morning by giving myself an "inner bath" through drinking 16-20 ounces of water. After going a whole night without water, my body feels rejuvinated by this simple act.

MOVEMENT

Get in a little movement throughout the day. This doesn't have to be an official visit to the gym. For myself, I try to incorporate a mix of weight training, yoga, walking, pilates and stretching throughout the week, with the goal of 30 minutes per day. The benefits of exercise are endless, from improving your mood to even helping your sleep quality.

I AM GRATEFUL FOR

This is a little spot to remind you of all of the good you have to celebrate in your life. Positive emotions are powerful and have so many benefits, both for our mental and physical being. Taking a few minutes to ponder the things you have to be thankful for and recognizing the goodness in your life can lead to greater happiness. This is something you might do as more of a reflection at the end of your day, or perhaps even at the beginning to set a positive tone you can carry throughout your day.

[&]quot;How we spend our days is, of course, how we spend our lives. What we do with this hour, and that one, is what we are doing." - Annie Dillard