MORNING CHECK-IN

Start your morning

Choose one action you can complete today.

You do not need to feel fully motivated before you make a plan. Take five minutes to decide what matters, choose a manageable action, and give it a place in your day. Keep your plan small enough to fit your current responsibilities.

Date: _____

What matters most to me today?

What is one action I can take? Be specific about what finishing looks like.

When and where will I begin?

What could get in the way? What smaller action can I take if it does?

Today's plan can be simple and worth doing.

MIDDAY CHECK-IN

Reset your afternoon

You can adjust a plan without abandoning it.

Pause before judging the whole day. Notice what you have done and what still needs attention. If circumstances changed, revise the plan. Choose a useful next action that fits the time and energy available to you now.

Date: _____

What have I done so far, including efforts I might overlook?

What has changed since I made my plan?

What is the smallest useful action I can take next?

What support, break, or adjustment would make that action more realistic?

I can use the time that remains with intention.

EVENING CHECK-IN

Review your evening

Notice your effort and prepare one next step.

Take five minutes to review the day in plain terms. Record what happened, what helped, and what needs attention. Let an unfinished task inform tomorrow's plan. Give yourself permission to stop planning when you have chosen your next step.

Date: _____

What action or effort do I want to recognize today?

What helped me follow through?

What needs to be adjusted or addressed tomorrow?

What is one small action I will begin with, and when will I do it?

I can acknowledge today's effort and prepare for tomorrow.