

The 18 MINUTES Daily Template

STEP 1: Your Morning Minutes (5 minutes)

This is your opportunity to plan ahead. *Before turning on your computer*, sit down with your [Six Box To-Do list](#) and decide what will make this day highly effective.

Key Questions:

- What can I realistically accomplish in my 5 areas of focus for the year?
- What will leave me feeling productive and successful at the end of the day?

Take those things **off your to-do list** and schedule them **into your calendar** for today.

Observe the 3-day rule: anything that's been on your to-do list for three days either gets a slot somewhere on your calendar or gets moved off your active to-do list.

STEP 2: Refocus (1 minute every hour)

Set your watch, phone, or computer to ring every hour. Begin the work you've set yourself on your calendar.

When you hear the beep, take a deep breath.

Key Questions:

- Am I doing what I most need to be doing right now?
- Am I being who I most want to be right now?

Look at your calendar and deliberately recommit to how you are going to use the next hour.

STEP 3: Your Evening Minutes (5 minutes)

At the end of your day, review how the day went.

Key Questions:

- How did my day go? What success did I experience? What challenges did I endure?
- What did I learn today? About myself? About others? What do I plan to do - differently or the same - tomorrow?
- Who did I interact with? Anyone I need to update? Thank? Ask a question? Share feedback with?

If you need to update, thank, ask, or share feedback with anyone, send them an email, or call them.

