

CREATE A GREAT DAY...With This 6 Step Daily Journaling Tool.

This tool is a time creator, as it will help you focus on what is important to you. Taking 15 minutes in the morning to journal is what I do and I teach my clients to do to help them create a great day. I have had transformation in my own life through this process and I have witnessed many others shift their priorities using this tool. Some guidelines:

1) Do your best to do this shortly after you get up or when you get to the office; 2) Try this tool even if you have only 5 minutes...and use more than 15 minutes if you need it; 3) Use more paper if you need it, or set up notes on your phone if you prefer; 4) Don't censor yourself! This tool is for "your eyes only," to help you hear you!

1. THE "BLAHS!"

Spend 5 or 10 minutes writing about all the 'stuff,' 'to-dos,' problems or anything else you want to complain about. Get it out! Even if you don't know what to write, start by even saying, "I don't know what to write," and see what pops up!

2. REVIEW "THE BLAHS" and SEE IF THERE IS ONE THOUGHT YOU COULD EXPLORE CHANGING:*

Review the "Blahs" and see if there is one thought you could turn around. For example, if you have a thought such as "I have too much to do!" Could you look at changing that thought to something like, "I am going to focus on what is important today." **Remember, the thoughts that run in our brain, run our life!**

3. IDENTIFY 3 THINGS YOU ARE GRATEFUL FOR:

Gratitude is a practice, and the more you find gratitude, the more you will feel gratitude. It could be simple such as your family, your health, your car or the sun. It is hard to be worried and grateful at the same time.

1.

2.

3.

4. LIST YOUR TOP 3 PRIORITIES TODAY:

Identify what is most important for you today. It could be "spending quality time with my family." If that is the priority, how will you accomplish it? ("I'll be home by 5:30 tonight for dinner and we will play a board game.")

5. DECIDE ON AN INTENTION AND/OR FEELING YOU WANT TO HAVE TODAY:

Based on your priorities, how do you want to feel for the day? What do you want your intention to be? Quite often my intention is "peace...no matter what." Or, I want to feel "committed," to my goals for the day.

6. WHAT IS ONE POWER THOUGHT FOR THIS INTENTION OR FEELING?:

If your intention is "peace," a power thought could be "I choose peace." If you want to create a feeling of "committed" a power thought could be "My focus is on my 3 priorities today." Make sure you REMIND yourself throughout the day of your POWER THOUGHT!! It helps to set a reminder on your phone, or put up a post-it note!

When you take time for yourself to create a great day everyday, you create a great life!