



Run Your Day Like an Athlete

WAKE UP! Warm up

- Start slowly and do what it takes to wake up your mind and body.
- Begin the day with gratitude, meditation or prayer.
- Stretch, breathe deeply, do some exercises.
- Briefly check weather, news, email.
- Get inspired with a motivational quote or music.

PICK UP THE PACE

- Get to work-review your calendar and to-do list for top priority items.
- Start with important work
- Focus-don't get distracted.
- Be Aware-add incoming tasks to your system and adjust as needed.
- Pace Yourself-maintain a rhythm, remember to breathe deeply.
- Be Disciplined-push yourself a little.
- Stay Hydrated-drink plenty of water.

COOL DOWN

- Regroup & Refresh-slow down and do easier tasks. Review progress & lists to stay motivated.
- Review & Plan-review the day and plan for tomorrow. Clear your desk and prepare what you need.
- Visualize-think about how the next day will look.
- Recharge-relax & enjoy the evening. Connect with family & rest.