



## Morning Power Planner

### Work Smarter, Not Harder

 Use this planner daily to maximise your first two hours and set up your day for success!

### Step 1: Set Your Intentions (2 min)


 What is your #1 priority for today?

• \_\_\_\_\_

◆ What are 1-2 secondary tasks that will move the needle?

1. \_\_\_\_\_


2. \_\_\_\_\_

 *Pro Tip:* Choose tasks that align with your long-term business goals (not just urgent tasks).


### Step 2: Your 2-Hour Power Routine (Time-Blocking Section)

 How will you spend your most focused 2 hours? Block your time below.

Time Block	Task / Focus Area	Notes
5:00 - 5:30 AM	_____	_____
5:30 - 6:00 AM	_____	_____
6:00 - 6:30 AM	_____	_____
6:30 - 7:00 AM	_____	_____



 Eliminate distractions during this time – no emails, social media, or multitasking!

### Step 3: Quick Productivity Boosters


 Choose 1-2 small habits to optimise focus & energy:

- ✓ **Mindset Reset:** 5 min of journaling or gratitude
- ✓ **Movement:** Quick workout or stretching
- ✓ **Fuel:** Hydrate & eat a brain-boosting breakfast
- ✓ **Focus Prep:** Clear workspace & set your daily intention

## Step 4: End-of-Day Reflection (2 min)

-  *Did you complete your top priority? YES / NO*
-  *If no, what got in the way?*


- \_\_\_\_\_

-  *One thing I'll improve tomorrow:*

- \_\_\_\_\_

-  *Success isn't about doing more—it's about doing what matters!*

## ◆ Bonus: Weekly Review Section

-  *At the end of each week, review:*

- ✓ *What worked well?*
- ✓ *What slowed you down?*
- ✓ *What will you adjust for next week?*

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-  **Download & Print This Planner** – Make it part of your morning success routine!
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