THE
MASTER PRODUCTIVITY, DISCIPLINE
AND FOCUS IN 100 DAYS
In his award-winning podcast, John Lee Dumas interviews today’s most successful entrepreneurs seven days a week! Learn more at EOFire.com
1. Master Productivity: Being “busy” is not the road to success. Being productive is. The Mastery Journal will guide you in self-evaluating your productivity day to day, so by day 100 you’ll be a master of productivity.

2. Master Discipline: How good are you at staying on task? Not just daily, but week to week and month to month? The Mastery Journal will provide the structure you need, so by day 100 you’ll be a master of discipline.

3. Master F.O.C.U.S.: Follow One Course Until Success. So powerful, yet with so many distractions, so elusive. The Mastery Journal will ensure you remain focused every day, so by day 100 you’ll know exactly what it feels like to be a master of focus.
Because we all need a little help mastering productivity, discipline and focus...
To my mother and father, Arthur and Celina Dumas. Your love and support gave me the confidence and courage to pursue my dreams, no matter how windy the road. There are many twists and turns ahead, and your continued encouragement and guidance will mean the world. I love you both.
Are you ready to accomplish your #1 goal in 100 days?
Then it’s time for:

THE

FREEDOM

JOURNAL

ACCOMPLISH YOUR #1 GOAL IN 100 DAYS

By John Lee Dumas

Learn more at:

TheFreedomJournal.com
TABLE OF CONTENTS

WHAT’S IN MY JOURNAL
GETTING STARTED
USING MY JOURNAL

START
Hello and welcome to The Mastery Journal!

Your Journal will guide you in mastering productivity, discipline and focus in 100 days.

To give you a little background, the inspiration for The Mastery Journal came from the listeners of my podcast, EOFire.

Every day I receive emails and social media messages from Fire Nation with different variations of these questions:

1. JLD, how do you get so much done? You create a daily podcast, write daily emails, post daily Snapchats, and create courses, communities and eBooks. How do you stay so productive?!

2. John, how do you stick to a schedule and remain so CONSISTENT? I’d love to have that kind of discipline.

3. John Lee, you talk about focus and how we need to Follow One Course Until Success, but there are SO many distractions! How do I avoid these distractions and stay on task?

I quickly realized productivity, discipline and focus are my biggest strengths, and areas where so many people struggle.

Am I Mr. Perfect when it comes to these three traits?

Far from it. There are days every week where I’m FAR from productive, am very undisciplined and struggle mightily with focus.

However, these unproductive, undisciplined and unfocused times make up the minority of my week, while the majority of my energy is prioritized to GETTING STUFF DONE!

Also, I’m confident that I’ve spent enough time researching, observing and pulling from my own experience to know exactly why so many individuals struggle in these areas.

The Mastery Journal is the solution I’ve spent a year creating, and I know with 100% certainty that if you follow my guidance over the next 100 days, you’ll become more productive, disciplined and focused in EVERY dimension of your life.

Before we go any further, let’s make sure we’re on the same page with what I mean when I say productivity, discipline and focus.
**Productivity**: Successfully completing sequential steps in a timely manner that bring you closer to accomplishing a task, project or goal you’ve set.

**Discipline**: Being able to stay on task and still make progress even when you’re feeling unmotivated, distracted or discouraged.

**Focus**: Following ONE course until success and remaining distraction free in the process.

Now, to set your expectations correctly, The Mastery Journal is WORK. If you think Mastery comes easily, close this book now and return it.

Mastery is going to take TIME, ENERGY and EFFORT from you, day in and day out.

At first, your progress will seem minimal.

There will be days when you’ll wonder if you’ve made any progress at all.

Mr. Miyagi from “The Karate Kid” knew what he was talking about when he told Daniel:

*First learn stand, then learn fly.*

*Nature rule, Daniel son, not mine.* —MR. MIYAGI

Meaningful accomplishments take time. Don’t rush Mastery, don’t try to learn everything at once, and don’t try to skip to the next level when you haven’t mastered the level you’re currently at.

Learn the basics, build a foundation, and take one step at a time.

Over time, the fog will lift and you’ll realize how far you’ve come.

Then, your Mastery will become self-evident—not just to you, but to those around you.

Your friends and family will start to ask questions about your productivity, your discipline, your focus.

You’ll just smile, knowing if they REALLY care, they’ll find out exactly how you’re becoming such a master.

Are you ready to embark upon your Mastery Journey?

Let the journey begin!
Let the Journey
Begin!
How The Mastery Journal will help you become more productive, disciplined and focused.

In one word: accountability.

Have you ever reached the end of the day and asked yourself, “What did I accomplish today that was meaningful to me and my business?” and not liked your answer?

If you’re being honest with yourself, it’s probably more days than not.

Why?

Because we trick ourselves into thinking that O.P.A. is “meaningful” work.

It’s not.

First off, what’s O.P.A.?

Other People’s Agendas.

Other people’s agendas are email messages, social media messages, text messages, Slack messages, fill-in-the-blank messages.

Essentially, O.P.A. is most forms of communication.

Is communication necessary?

YES.

Should it consume the best brain cells of your day?

NO.

Does the below sound familiar?

You wake up; maybe you work out, maybe you don’t; you grab a coffee or a tea; and you fire up the old CPU and start ripping through emails, social media and the like.

It feels productive.

It’s work that HAS to get done.
Noon arrives, and you’ve finally waded back and forth across your communication landscape to arrive at the overhyped “inbox zero.”

NOW it’s time to do meaningful work that will help move your business forward, right?

Problem is, you’ve already used up your best creative juices. You still have energy to work, but no creative energy to create.

So you take the easy way out: you refresh your inbox and you allow your afternoon to swirl into mindless communication as you save your meaningful creations for another day... and another day... and another day.

But what if there were a plan you could follow that would save you from falling into this cycle? A structure that gave you the flexibility to complete all O.P.A. tasks, but not until you’ve CRUSHED your creative projects?

Allow me to introduce The Mastery Journal.

Follow the guidance I took a year to research, test and perfect.

In 100 days you’ll be AMAZED at what you’ve accomplished and just how productive, disciplined and focused you’ve become.

Prepare to IGNITE!
How does The Mastery Journal work?

Let’s get down to the specifics of HOW The Mastery Journal works.

First up, “work” is the key word.

You’re not going to get significant value from The Mastery Journal if you’re not willing to do the work.

This 100-day guide WILL help you master productivity, discipline and focus IF you’re willing to do the work.

So what is the “work,” specifically?

I’m glad you asked.

**YOUR MORNING ROUTINE**

**First, we need to make sure you develop and CRUSH a morning routine.**

In the Army, we’re famous for saying “*We get more stuff done before 9 a.m. than the rest of the world does all day.*”

Guess what?

It’s true.

I still live by that mantra. In fact, my morning routine is so good I could stop my workday at 9 a.m. and still run a seven-figure business.

But where’s the fun in that?

Back to YOUR morning routine.

Every day, one of your final tasks in The Mastery Journal is to fill out TOMORROW’S morning routine.

Why?

**We win tomorrow TODAY!**

My morning routine (which I’m always tweaking) is coming up in a few pages. The major benefit of crafting your morning routine the night before is that you get to wake up with a routine in place, making it that much easier for you to CRUSH IT.
Your morning routine will reach a point where you’re writing similar things down each day, but remember that writing your routine down is a purposeful exercise that will ensure you remain disciplined in the execution.

**ONE GOAL YOU’LL ACCOMPLISH TOMORROW**

Another way we win tomorrow today is by preparing ourselves mentally. By establishing and declaring what your #1 goal is for the following day, it’s much easier to get right down to business when your first session of the day begins!

**SOMETHING YOU’RE GRATEFUL FOR**

This is how you’ll start every day, with a mindset of gratefulness and abundance.

**YOUR SESSIONS**

*Next, we enter the four core sessions of your day.*

You’ll accomplish more during these four sessions than you used to accomplish all week.

How?

Using the Pomodoro Technique® (registered trademark of Francesco Cirillo).

This technique, created by Francesco Cirillo, uses a timing system to break work down into sessions that are separated by short breaks.

The Pomodoro Technique works like this:

1. You decide on the task to be done.
2. You decide how long you’ll focus on the task, and how long you’ll “refresh” after.
3. You set a timer.
4. You work on the task until the timer rings. If a distraction pops into your head during your focused work time, then you write it down and immediately get back on task.
5. When the timer rings, you take your pre-arranged Refresh time, and then repeat!
It sounds simple, and believe me, within its simplicity lies the beauty.

Within The Mastery Journal, I’ve allotted four sessions of FOCUS for you each day.

In each session, it’s up to you to decide how much time you’ll set aside for “Focus” and how much time you’ll set aside for “Refresh.”

Everyone’s optimal work time is different, so it’s best to find yours by trial and error, and then watch your stamina increase as you continue your Mastery Journey over 100 days!

I’ve personally settled on 42 minutes of Focus time and 18 minutes of Refresh time. This currently works for me, but I’m open to adjusting in the future if I feel the need or desire to.

You might start out at 35 minutes of Focus and 10 minutes of Refresh; or it might be 50 minutes of Focus and 15 minutes of Refresh. Test out some different combinations and find the one that works best for you based on where you’re at on your journey to Mastery!

Once you’ve written in your Focus and Refresh times, your next step is to fill in your main focus for the first session. (If this is getting confusing, don’t worry, we have sample pages coming up next.)

Next, all you have to do is start your timer and begin!

As soon as your Focus time ends, give yourself a score from 1-10 on how productive and disciplined you were during your Focus time, 1 being the least and 10 being the most.

Now, you can enjoy your well-deserved Refresh time!

You’ll repeat this process for sessions two through four, and before you know it, you’ll have four incredibly productive, disciplined and focused work sessions under your belt.

Thanks to the Refresh time, you’ll still have plenty of energy, which is a good thing because you have some exciting things ahead!

YOUR SESSION SCORES + WINNING TOMORROW TODAY

Now you’ve entered the “Recap” section of The Mastery Journal.
This is where you’ll add up your productivity and discipline scores to find your day’s average.

Next, you’ll write down one way you can become more productive and disciplined the following day, as well as what you are most proud of from your day’s work. Celebrate those wins!

You’ll conclude by writing out tomorrow’s morning routine, as well as the one goal you’ll accomplish.

Every 10 days you’ll be doing an intensive 10-Day Recap so you can amplify what’s working and fix what’s not.

We’ll be explaining the 10-Day Recap on the sample pages coming up, so keep reading!

You’re already on the road to Mastery...

And it’s only day 1! 😊
SAMPLE ENTRIES
DAY 1
Date: 1/1/2018

The weekends are where I win! —JOHN LEE DUMAS

MY MORNING ROUTINE

☐ Hydrate! ☐ Shower/hygiene ☐ Meditate
☐ 4-mile run ☐ Green smoothie ☐ Journal
☐ 7-minute workout ☐ Back stretches ☐ Call Mom

Desired start time: 6:00am  Desired end time: 7:30am
Actual start time: 6:15am  Actual end time: 8:15am

I am grateful for: The ability to work on projects that inspire me, with people I admire, in a location I enjoy.

SESSION 1
Focus time: 42  Refresh time: 18

My main focus this session: I am going to write the outline for one course I will create for SkillsOnFire.com.

★ Start your timer and begin!

Complete! My main accomplishment:
I finished the outline for SnapOnFire, my first SkillsOnFire course. Yay!

Productivity score (1-10): 7  Discipline score (1-10): 8

SESSION 2
Focus time: 42  Refresh time: 18

My main focus this session:
Research platforms to host and sell my course on.

★ Start your timer and begin!

Complete! My main accomplishment:
I found FireUp.co—what a great platform! I can’t wait to dive in!

Productivity score (1-10): 9  Discipline score (1-10): 6
SESSION 3
Focus time: 42       Refresh time: 18
My main focus this session: I need to establish the timeline for hitting the key goals of creating, launching, growing and monetizing this course.

Start your timer and begin!

Complete! My main accomplishment:
My calendar is set. This is starting to feel real!

Productivity score (1-10): 7       Discipline score (1-10): 4

SESSION 4
Focus time: 42       Refresh time: 18
My main focus this session: I need to set up my marketing plan for the 3 months leading up to my launch, and then the plan for the launch itself.

Start your timer and begin!

Complete! My main accomplishment: I now have a rough 20-point pre-launch plan, but I need to do a lot more work on this!

Productivity score (1-10): 6       Discipline score (1-10): 7

SESSION SCORES

Productivity: 7 + 9 + 7 + 6 = 29 ÷ 4 = 7.25
Discipline: 8 + 6 + 4 + 7 = 25 ÷ 4 = 6.25

One way I can become more productive: I need to get more specific with my main focus so I can be more productive.
One way I can become more disciplined: I’m letting Skype, Slack and other notifications distract me. I need to turn them OFF!
Today, I am most proud of: How much I accomplished! SkillsOnFire.com feels real now. What a great feeling!

WIN TOMORROW TODAY!

☑ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow: I will complete my marketing plan, even if it takes all four sessions!

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT            MOVE OFTEN            SLEEP SOUNDLY
Sample 10-Day Recap
My biggest win over the last 10 days:
I have the first 5 modules for SkillsOnFire.com written out and they’re ready to create! Yay!

My biggest struggle over the last 10 days:
Distractions. I keep going down rabbit holes on social media. That needs to stop!

Possible solutions to my struggles:
1. I will install and use the Chrome extension StayFocused to block me from using social media sites for my core 4 hours of work each day.
2. Refuse to respond to incoming messages until AFTER my 4 sessions are complete!

**10-DAY PRODUCTIVITY CHART**

```
SCORE
10 9 8 7 6 5 4 3 2 1
1 2 3 4 5 6 7 8 9 10
```

Productivity average: Combined scores from 10 days \( \frac{67}{10} = 6.7 \)

**10-DAY DISCIPLINE CHART**

```
SCORE
10 9 8 7 6 5 4 3 2 1
1 2 3 4 5 6 7 8 9 10
```

Discipline average: Combined scores from 10 days \( \frac{64}{10} = 6.4 \)

To become more productive over the next 10 days, my focus will be to:
Make sure my FIRST session starts at 9am, no later. I know I need to get 2 sessions in before noon to be most productive.

To become more disciplined over the next 10 days, my focus will be to:
Block out all distractions from 9am to 3pm every day. NO O.P.A. Only MY agenda.

Have I become more productive and disciplined in the last 10 days? \( \bigvee \) \( \bigvee \) \( \bigvee \) \( \bigvee \) \( \bigvee \) \( \bigvee \) \( \bigvee \) \( \bigvee \) \( \bigvee \) \( \bigvee \)

My biggest takeaway in the last 10 days is: It is incredible how much I can accomplish when I have a set time block to work and I EXECUTE. I’m loving The Mastery Journal!
FREQUENTLY ASKED QUESTIONS

Do my sessions have to be related to each other?
No, they can be separate in focus if you wish.

When should my first session start?
As soon after your morning routine as possible.

How long should my breaks be between sessions?
Your breaks are your “Refresh” time, so you should be starting as soon as your Refresh time is up to keep up the momentum!

How should I break my sessions up?
I like to do two back-to-back sessions in the morning and two back-to-back sessions in the afternoon, but you have to find what works best for you!

What tasks or projects should I work on during my sessions?
Think about the goals you’ve set for your business. Maybe you’re working on launching your website, writing an eBook, thinking about offering coaching sessions to your audience, or working on creating a product. Any—and all—of these projects are ones you can start to break down into smaller tasks. Those smaller tasks will be perfect for your sessions!
What’s the best timer to use?
The options are endless! You can use anything from your phone, to a kitchen timer, or even an online timer like e.ggtimer.com or tomato-timer.com.

What happens if I miss a day?
No biggie! This is not meant to be 100 CONSECUTIVE days. Just make sure to get back on the horse as soon as possible, as you don’t want to lose momentum!

Do I have to complete all the exercises?
This book will be incredibly helpful for you regardless, but you will be missing a key component if you don’t complete all the exercises. In summation, it is recommended, but not required.

Is there a place I can go to meet other “Masters in Training”?
Yes! Join us in our private Facebook group, which is filled with thousands of entrepreneurs who are using The Mastery Journal and The Freedom Journal to better themselves every day! EOFire.com/facebook

How do I snag my digital files?
Visit EOFire.com/tmjdigital. Enter password for access.

What are the different color bookmarks for?
GOLD: The current day you are on.
SILVER: Your next 10-Day Recap for quick access.
BLACK: Your choice! The calendar? The Table of Contents? The prior 10-Day Recap?
YOUR JOURNEY BEGINS NOW
MY MORNING ROUTINE

Desired start time: _______    Desired end time: _______
Actual start time: _______    Actual end time: _______

I am grateful for:

SESSION 1
Focus time: ____    Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____    Discipline score (1-10): ____

SESSION 2
Focus time: ____    Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____    Discipline score (1-10): ____
SESSION 3
Focus time: ____  Refresh time: ____
My main focus this session:

* Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 4
Focus time: ____  Refresh time: ____
My main focus this session:

* Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION SCORES
Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____
Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:
One way I can become more disciplined:
Today, I am most proud of:

WIN TOMORROW TODAY!

Circle your choice:
- Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT  MOVE OFTEN  SLEEP SOUNDLY

35
Day 2

Discipline is the soul of an army. It makes small numbers formidable; procures success to the weak, and esteem to all. —George Washington

My Morning Routine

Desired start time: ________  Desired end time: ________
Actual start time: ________  Actual end time: ________

I am grateful for:

Session 1

Focus time: _____  Refresh time: _____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____  Discipline score (1-10): _____

Session 2

Focus time: _____  Refresh time: _____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____  Discipline score (1-10): _____
SESSION 3
Focus time: ____
Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____
Discipline score (1-10): ____

SESSION 4
Focus time: ____
Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____
Discipline score (1-10): ____

SESSION SCORES
Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____
Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT  MOVE OFTEN  SLEEP SOUNDLY
Lack of direction, not lack of time, is the problem.
We all have twenty-four hour days. —ZIG ZIGLAR

### MY MORNING ROUTINE

- Desired start time: ________
- Actual start time: ________
- Desired end time: ________
- Actual end time: ________

I am grateful for:

---

**SESSION 1**

- Focus time: ____
- Refresh time: ____

My main focus this session:

**Start your timer and begin!**

Complete! My main accomplishment:

- Productivity score (1-10): ____
- Discipline score (1-10): ____

---

**SESSION 2**

- Focus time: ____
- Refresh time: ____

My main focus this session:

**Start your timer and begin!**

Complete! My main accomplishment:

- Productivity score (1-10): ____
- Discipline score (1-10): ____

---

Lack of direction, not lack of time, is the problem.
We all have twenty-four hour days. —ZIG ZIGLAR

---

Date: 38
SESSION 3  Focus time: ____  Refresh time: ____
My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 4  Focus time: ____  Refresh time: ____
My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION SCORES

Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____
Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT  MOVE OFTEN  SLEEP SOUNDLY
DAY 4  

One can have no smaller or greater mastery than mastery of oneself. —Leonardo da Vinci

MY MORNING ROUTINE

 Desired start time: _______   Desired end time: _______
 Actual start time: _______   Actual end time: _______

I am grateful for:

SESSION 1  
Focus time: ____  Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2  
Focus time: ____  Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____
SESSION 3  
Focus time: _____  
Refresh time: _____  
My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____  
Discipline score (1-10): _____

SESSION 4  
Focus time: _____  
Refresh time: _____  
My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____  
Discipline score (1-10): _____

SESSION SCORES

Productivity: _____ + _____ + _____ + _____ = ____ ÷ 4 = ____
Discipline: _____ + _____ + _____ + _____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT  MOVE OFTEN  SLEEP SOUNDLY
DAY 5    Date:

Don’t allow idleness to deceive you, for while you give him today, he steals tomorrow from you. —H. CROCCOQUILL

MY MORNING ROUTINE

 Desired start time: _______          Desired end time: _______
 Actual start time: _______           Actual end time: _______

I am grateful for:

---------------------------------------------------------------

SESSION 1        Focus time: ____        Refresh time: ____

My main focus this session:

  ✴ Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____        Discipline score (1-10): ____

---------------------------------------------------------------------

SESSION 2        Focus time: ____        Refresh time: ____

My main focus this session:

  ✴ Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____        Discipline score (1-10): ____
SESSION 3
Focus time: ____       Refresh time: ____
My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____       Discipline score (1-10): ____

SESSION 4
Focus time: ____       Refresh time: ____
My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____       Discipline score (1-10): ____

SESSION SCORES

Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____
Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT        MOVE OFTEN        SLEEP SOUNDLY
DAY 6

No evil propensity of the human heart is so powerful that it may not be subdued by discipline. —SENeca

MY MORNING ROUTINE

〇 〇 〇
〇 〇 〇
〇 〇 〇

Desired start time: _______  Desired end time: _______
Actual start time: _______  Actual end time: _______

I am grateful for:

SESSION 1

Focus time: ____  Refresh time: ____

My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2

Focus time: ____  Refresh time: ____

My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____
SESSION 3  Focus time: ____  Refresh time: ____
My main focus this session:

* Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 4  Focus time: ____  Refresh time: ____
My main focus this session:

* Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION SCORES

Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____
Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:
One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT  MOVE OFTEN  SLEEP SOUNDLY
MY MORNING ROUTINE

Desired start time: _______  Desired end time: _______
Actual start time: _______  Actual end time: _______

I am grateful for:

SESSION 1
Focus time: ____  Refresh time: ____
My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2
Focus time: ____  Refresh time: ____
My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____
SESSION 3

Focus time: ____
Refresh time: ____

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____
Discipline score (1-10): ____

SESSION 4

Focus time: ____
Refresh time: ____

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____
Discipline score (1-10): ____

SESSION SCORES

Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____
Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:


WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:
DAY 8

If you can’t control yourself, you will be controlled by others—choose your master. —RICK JULIAN

MY MORNING ROUTINE

☐ ☐ ☐ 
☐ ☐ ☐ 
 Desired start time: _______ Desired end time: _______
Actual start time: _______ Actual end time: _______

I am grateful for:

---

SESSION 1

Focus time: ____ Refresh time: ____

My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____ Discipline score (1-10): ____

---

SESSION 2

Focus time: ____ Refresh time: ____

My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____ Discipline score (1-10): ____
SESSION 3
Focus time: ____  Refresh time: ____
My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 4
Focus time: ____  Refresh time: ____
My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION SCORES

Productivity: ____ + ____ + ____ + ____ = ____ \( \div 4 = \) ____
Discipline: ____ + ____ + ____ + ____ = ____ \( \div 4 = \) ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

---

GREAT WORK TODAY! REMEMBER TO:

Eat Right  Move Often  Sleep Soundly

---
DAY 9

You don’t have to see the whole staircase, just take the first step. —MARTIN LUTHER KING, JR.

MY MORNING ROUTINE

I am grateful for:

Desired start time: _______  Desired end time: _______
Actual start time: _______  Actual end time: _______

SESSION 1

Focus time: ____  Refresh time: ____
My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2

Focus time: ____  Refresh time: ____
My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____
SESSION 3  
Focus time: ____  
Refresh time: ____

My main focus this session:

✶ Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  
Discipline score (1-10): ____

SESSION 4  
Focus time: ____  
Refresh time: ____

My main focus this session:

✶ Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  
Discipline score (1-10): ____

SESSION SCORES

Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

---

WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

---

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT  
MOVE OFTEN  
SLEEP SOUNDLY

51
DAY 10  Date:

How wonderful it is that nobody need wait a single moment before starting to improve the world. —ANNE FRANK

MY MORNING ROUTINE

 Desired start time: _______  Desired end time: _______
Actual start time: _______  Actual end time: _______

I am grateful for:

SESSION 1  Focus time: _____  Refresh time: _____
My main focus this session:

* Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): _____  Discipline score (1-10): _____

SESSION 2  Focus time: _____  Refresh time: _____
My main focus this session:

* Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): _____  Discipline score (1-10): _____
SESSION 3

Focus time: _____

My main focus this session:

★ Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____

Discipline score (1-10): _____

SESSION 4

Focus time: _____

My main focus this session:

★ Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____

Discipline score (1-10): _____

SESSION SCORES

Productivity: _____ + _____ + _____ + _____ = _____ ÷ 4 = _____

Discipline: _____ + _____ + _____ + _____ = _____ ÷ 4 = _____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

○ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT              MOVE OFTEN              SLEEP SOUNDLY
10-Day Recap

Time to measure your mastery of

PRODUCTIVITY,
DISCIPLINE AND FOCUS!
My biggest win over the last 10 days:

My biggest struggle over the last 10 days:

Possible solutions to my struggles:
1.
2.

Productivity average: Combined scores from 10 days _____ ÷ 10 = _____

Discipline average: Combined scores from 10 days _____ ÷ 10 = _____

To become more productive over the next 10 days, my focus will be to:

To become more disciplined over the next 10 days, my focus will be to:

Have I become more productive and disciplined in the last 10 days? Y N

My biggest takeaway in the last 10 days is:
YOU’RE 10%

LET’S GET
OF THE WAY!

BACK TO IT!
DAY 11

Efficiency is doing things right; effectiveness is doing the right things. —PETER DRUCKER

MY MORNING ROUTINE

Desired start time: _______  Desired end time: _______
Actual start time: _______  Actual end time: _______

I am grateful for:

SESSION 1

Focus time: ____  Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2

Focus time: ____  Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____
SESSION 3
Focus time: _____        Refresh time: _____

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____        Discipline score (1-10): _____

SESSION 4
Focus time: _____        Refresh time: _____

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____        Discipline score (1-10): _____

SESSION SCORES

Productivity: _____ + _____ + _____ + ____ = ____ ÷ 4 = ____

Discipline: _____ + _____ + _____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

-----------------------------------------------

WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

-----------------------------------------------

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT  MOVE OFTEN  SLEEP SOUNDLY
DAY 12

The path to success is to take massive, determined action.
—TONY ROBBINS

MY MORNING ROUTINE

Desired start time: _______  Desired end time: _______
Actual start time: _______  Actual end time: _______

I am grateful for:

SESSION 1

Focus time: ____  Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2

Focus time: ____  Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

The path to success is to take massive, determined action.
—TONY ROBBINS

60
SESSION 3  
Focus time: ____    
Refresh time: ____

My main focus this session:

*Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____    
Discipline score (1-10): ____

SESSION 4  
Focus time: ____    
Refresh time: ____

My main focus this session:

*Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____    
Discipline score (1-10): ____

SESSION SCORES

Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____
Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT  MOVE OFTEN  SLEEP SOUNDLY
DAY 13

To think is easy. To act is difficult. To act as one thinks is the most difficult. —JOHANN WOLFGANG VON GOETHE

MY MORNING ROUTINE

○ ○ ○ ○ Desired start time: _______ Desired end time: _______
○ ○ ○ ○ Actual start time: _______ Actual end time: _______

I am grateful for:

SESSION 1

Focus time: ____ Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____ Discipline score (1-10): _____

SESSION 2

Focus time: ____ Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____ Discipline score (1-10): _____

To think is easy. To act is difficult. To act as one thinks is the most difficult. —JOHANN WOLFGANG VON GOETHE
GREAT WORK TODAY! REMEMBER TO:
Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____
Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

SESSION 3
Focus time: ____ Refresh time: ____
My main focus this session:

* Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____ Discipline score (1-10): ____

SESSION 4
Focus time: ____ Refresh time: ____
My main focus this session:

* Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____ Discipline score (1-10): ____

SESSION SCORES
Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____
Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!
☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:
EAT RIGHT  MOVE OFTEN  SLEEP SOUNDLY
DAY 14 Date:
Nothing is less productive than to make more efficient what should not be done at all. —PETER DRUCKER

MY MORNING ROUTINE

I am grateful for:


Desired start time: _______ Desired end time: _______
Actual start time: _______ Actual end time: _______

SESSION 1

Focus time: ___ Refresh time: ___

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____ Discipline score (1-10): ____

SESSION 2

Focus time: ___ Refresh time: ___

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____ Discipline score (1-10): ____
SESSION 3
Focus time: ____     Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____     Discipline score (1-10): ____

SESSION 4
Focus time: ____     Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____     Discipline score (1-10): ____

SESSION SCORES

Productivity: ____ + ____ + ____ + ____ = ____ \(\div 4 = ____\)
Discipline: ____ + ____ + ____ + ____ = ____ \(\div 4 = ____\)

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT  MOVE OFTEN  SLEEP SOUNDLY
You cannot change your destination overnight, but you can change your direction overnight. —Jim Rohn

**MY MORNING ROUTINE**

- Desired start time: ________  Desired end time: ________
- Actual start time: ________  Actual end time: ________

I am grateful for:

**SESSION 1**

Focus time: ___  Refresh time: ___

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

**SESSION 2**

Focus time: ___  Refresh time: ___

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____
SESSION 3
Focus time: ____
Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____
Discipline score (1-10): ____

SESSION 4
Focus time: ____
Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____
Discipline score (1-10): ____

SESSION SCORES

Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____
Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

---

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT              MOVE OFTEN              SLEEP SOUNDLY

---

67
DAY 16

The key is not to prioritize what’s on your schedule, but to schedule your priorities. —STEPHEN COVEY

**MY MORNING ROUTINE**

- Desired start time: ______  Desired end time: ______
- Actual start time: ______  Actual end time: ______

I am grateful for:

---

**SESSION 1**

Focus time: ____  Refresh time: ____

My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

- Productivity score (1-10): ____  Discipline score (1-10): ____

---

**SESSION 2**

Focus time: ____  Refresh time: ____

My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

- Productivity score (1-10): ____  Discipline score (1-10): ____
SESSION 3

Focus time: ____

My main focus this session:

★ Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____

Discipline score (1-10): ____

SESSION 4

Focus time: ____

My main focus this session:

★ Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____

Discipline score (1-10): ____

SESSION SCORES

Productivity: _____ + _____ + _____ + _____ = ____ ÷ 4 = ____

Discipline: _____ + _____ + _____ + _____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT   MOVE OFTEN   SLEEP SOUNDLY
Ordinary people think merely of spending time, great people think of using it. —ARTHUR SCHOPENHAUER

MY MORNING ROUTINE

Desired start time: _______  Desired end time: _______
Actual start time: _______  Actual end time: _______

I am grateful for:

SESSION 1

Focus time: ____  Refresh time: ____

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2

Focus time: ____  Refresh time: ____

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____
SESSION 3

Focus time: _____

My main focus this session:

❖ Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____

Discipline score (1-10): _____

SESSION 4

Focus time: _____

My main focus this session:

❖ Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____

Discipline score (1-10): _____

SESSION SCORES

Productivity: _____ + _____ + _____ + _____ = _____ ÷ 4 = _____

Discipline: _____ + _____ + _____ + _____ = _____ ÷ 4 = _____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

---

WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

---

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT  MOVE OFTEN  SLEEP SOUNDLY
DAY 18
Date:
Focus on being productive instead of busy. —TIM FERRISS

MY MORNING ROUTINE

 Desired start time: _______    Desired end time: _______
Actual start time: _______     Actual end time: _______

I am grateful for:

SESSION 1
Focus time: _____    Refresh time: _____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____    Discipline score (1-10): _____

SESSION 2
Focus time: _____    Refresh time: _____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____    Discipline score (1-10): _____

Focus on being productive instead of busy. —TIM FERRISS
SESSION 3
Focus time: _____       Refresh time: _____
My main focus this session:

* Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): _____       Discipline score (1-10): _____

SESSION 4
Focus time: _____       Refresh time: _____
My main focus this session:

* Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): _____       Discipline score (1-10): _____

SESSION SCORES
Productivity: _____ + _____ + _____ + _____ = _____ ÷ 4 = _____
Discipline: _____ + _____ + _____ + _____ = _____ ÷ 4 = _____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

EAT RIGHT              MOVE OFTEN              SLEEP SOUNDLY

GREAT WORK TODAY! REMEMBER TO:
Once you bid farewell to discipline you say goodbye to success. —ALEX FERGUSON

MY MORNING ROUTINE

Desired start time: _______  Desired end time: _______
Actual start time: _______  Actual end time: _______

I am grateful for:

SESSION 1  Focus time: ____  Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2  Focus time: ____  Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

Once you bid farewell to discipline you say goodbye to success. —ALEX FERGUSON

SESSION 1  Focus time: ____  Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2  Focus time: ____  Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____
SESSION 3
Focus time: ____  Refresh time: ____
My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 4
Focus time: ____  Refresh time: ____
My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION SCORES

Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____
Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT  MOVE OFTEN  SLEEP SOUNDLY
Effective performance is preceded by painstaking preparation. —BRIAN TRACY

MY MORNING ROUTINE

Desired start time: ________ Desired end time: ________
Actual start time: ________ Actual end time: ________

I am grateful for:

SESSION 1  Focus time: ____  Refresh time: ____
My main focus this session:

Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2  Focus time: ____  Refresh time: ____
My main focus this session:

Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____
**SESSION 3**  Focus time: ____  Refresh time: ____
My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

**SESSION 4**  Focus time: ____  Refresh time: ____
My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

**SESSION SCORES**

Productivity: ____ + ____ + ____ + ____ = ____ \(\div 4 = ____\)
Discipline: ____ + ____ + ____ + ____ = ____ \(\div 4 = ____\)

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

**WIN TOMORROW TODAY!**

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

**One goal I will accomplish tomorrow:**

---

**GREAT WORK TODAY! REMEMBER TO:**

EAT RIGHT  MOVE OFTEN  SLEEP SOUNDLY
10-Day Recap

Time to measure your mastery of

PRODUCTIVITY,
DISCIPLINE AND FOCUS!
My biggest win over the last 10 days:

My biggest struggle over the last 10 days:

Possible solutions to my struggles:
1.
2.

Productivity average: Combined scores from 10 days _____ ÷ 10 = _____

Discipline average: Combined scores from 10 days _____ ÷ 10 = _____

To become more productive over the next 10 days, my focus will be to:

To become more disciplined over the next 10 days, my focus will be to:

Have I become more productive and disciplined in the last 10 days? Y N

My biggest takeaway in the last 10 days is:
YOU’RE 20%

LET’S GET
OF THE WAY!

BACK TO IT!
MY MORNING ROUTINE

Desired start time: _______ Desired end time: _______
Actual start time: _______ Actual end time: _______

I am grateful for:

SESSION 1
Focus time: ____ Refresh time: ____
My main focus this session:

* Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____ Discipline score (1-10): ____

SESSION 2
Focus time: ____ Refresh time: ____
My main focus this session:

* Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____ Discipline score (1-10): ____
Great work today! Remember to:

Productivity: $$\text{____ + ____ + ____ + ____ = ____} \div 4 = ____$$

Discipline: $$\text{____ + ____ + ____ + ____ = ____} \div 4 = ____$$

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

---

**SESSION SCORES**

Productivity: $$\text{add your average to the next 10-day recap}$$

Discipline: $$\text{add your average to the next 10-day recap}$$

---

**WIN TOMORROW TODAY!**

- Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

---

Great work today! Remember to:

- Eat right
- Move often
- Sleep soundly
MY MORNING ROUTINE

Desired start time: _______   Desired end time: _______
Actual start time: _______   Actual end time: _______

I am grateful for:

SESSION 1

Focus time: ___   Refresh time: ___
My main focus this session:

★ Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ___   Discipline score (1-10): ___

SESSION 2

Focus time: ___   Refresh time: ___
My main focus this session:

★ Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ___   Discipline score (1-10): ___

Day 22

Obstacles are those frightful things you see when you take your eyes off your goal. —Henry Ford
SESSION 3  
Focus time: ____  
Refresh time: ____

My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  
Discipline score (1-10): ____

SESSION 4  
Focus time: ____  
Refresh time: ____

My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  
Discipline score (1-10): ____

SESSION SCORES

Productivity: ____ + ____ + ____ + ____ = ____ \( \div 4 = ____ \)
Discipline: ____ + ____ + ____ + ____ = ____ \( \div 4 = ____ \)

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

--------------------

WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT    MOVE OFTEN    SLEEP SOUNDLY
DAY 23

You don’t need a new plan for next year. You need a commitment. —SETH GODIN

MY MORNING ROUTINE

 Desired start time: _______  Desired end time: _______
 Actual start time: _______  Actual end time: _______

I am grateful for:

SESSION 1

Focus time: ____  Refresh time: ____

My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2

Focus time: ____  Refresh time: ____

My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____
SESSION 3
Focus time: ____     Refresh time: ____

My main focus this session:

**Start your timer and begin!**

Complete! My main accomplishment:

Productivity score (1-10): ____     Discipline score (1-10): ____

SESSION 4
Focus time: ____     Refresh time: ____

My main focus this session:

**Start your timer and begin!**

Complete! My main accomplishment:

Productivity score (1-10): ____     Discipline score (1-10): ____

SESSIO\nSESSION SCORES

Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____  
Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT              MOVE OFTEN              SLEEP SOUNDLY
DAY 24

One half of life is luck; the other half is discipline—and that’s the important half, for without discipline you wouldn’t know what to do with luck. —CARL ZUCKMAYER

MY MORNING ROUTINE

Desired start time: ______  Desired end time: ______
Actual start time: ______  Actual end time: ______

I am grateful for:

SESSION 1  Focus time: ___  Refresh time: ___
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2  Focus time: ___  Refresh time: ___
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

88
SESSION 3  
Focus time: ____  Refresh time: ____
My main focus this session:

★ Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 4  
Focus time: ____  Refresh time: ____
My main focus this session:

★ Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION SCORES

Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____
Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT
MOVE OFTEN
SLEEP SOUNDLY
MY MORNING ROUTINE

I am grateful for:

Desired start time: _______  Desired end time: _______
Actual start time: _______  Actual end time: _______

SESSION 1
Focus time: ___  Refresh time: ___
My main focus this session:

★ Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2
Focus time: ___  Refresh time: ___
My main focus this session:

★ Start your timer and begin!
Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____
SESSION 3  
Focus time: ____  
Refresh time: ____  
My main focus this session:

🌟 Start your timer and begin!  
Complete! My main accomplishment:

Productivity score (1-10): ____  
Discipline score (1-10): ____

SESSION 4  
Focus time: ____  
Refresh time: ____  
My main focus this session:

🌟 Start your timer and begin!  
Complete! My main accomplishment:

Productivity score (1-10): ____  
Discipline score (1-10): ____

SESSION SCORES

Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____
Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT  
MOVE OFTEN  
SLEEP SOUNDLY
DAY 26

Habit is a cable; we weave a thread of it each day, and at last we cannot break it. —HORACE MANN

MY MORNING ROUTINE

 Desired start time: _______  Desired end time: _______
 Actual start time: _______  Actual end time: _______

I am grateful for:

SESSION 1  Focus time: ____  Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2  Focus time: ____  Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____
GREAT WORK TODAY! REMEMBER TO:

**SESSION 3** Focus time: ____ Refresh time: ____

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____ Discipline score (1-10): ____

**SESSION 4** Focus time: ____ Refresh time: ____

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____ Discipline score (1-10): ____

**SESSION SCORES**

Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

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**WIN TOMORROW TODAY!**

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

**One goal I will accomplish tomorrow:**

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GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT  MOVE OFTEN  SLEEP SOUNDLY
Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort. —PAUL J. MEYER

MY MORNING ROUTINE

Desired start time: _______  Desired end time: _______
Actual start time: _______  Actual end time: _______

I am grateful for:

SESSION 1

Focus time: ____  Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2

Focus time: ____  Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____
SESSION 3
Focus time: ____
Refresh time: ____
My main focus this session:

Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____
Discipline score (1-10): ____

SESSION 4
Focus time: ____
Refresh time: ____
My main focus this session:

Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____
Discipline score (1-10): ____

SESSION SCORES

Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____
Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT              MOVE OFTEN              SLEEP SOUNDLY
DAY 28

It’s not always that we need to do more but rather that we need to focus on less. — NATHAN W. MORRIS

MY MORNING ROUTINE

 Desired start time: _______          Desired end time: _______
 Actual start time: _______          Actual end time: _______

I am grateful for:

SESSION 1

Focus time: _____          Refresh time: _____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____          Discipline score (1-10): _____

SESSION 2

Focus time: _____          Refresh time: _____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____          Discipline score (1-10): _____
SESSION 3

Focus time: _____  Refresh time: _____

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____  Discipline score (1-10): _____

SESSION 4

Focus time: _____  Refresh time: _____

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): _____  Discipline score (1-10): _____

SESSION SCORES

Productivity: _____ + _____ + _____ + _____ = ____ ÷ 4 = ____

Discipline: _____ + _____ + _____ + _____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

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WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

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GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT  MOVE OFTEN  SLEEP SOUNDLY
DAY 29

Date: 

Simplicity boils down to two steps:
Identify the essential. Eliminate the rest. —LEO BABAUTA

MY MORNING ROUTINE

 Desired start time: _______  Desired end time: _______
 Actual start time: _______  Actual end time: _______

I am grateful for:

SESSION 1  Focus time: ____  Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2  Focus time: ____  Refresh time: ____
My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____
SESSION 3
Focus time: ____    Refresh time: ____

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____    Discipline score (1-10): ____

SESSION 4
Focus time: ____    Refresh time: ____

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____    Discipline score (1-10): ____

SESSION SCORES

Productivity: ____ + ____ + ____ + ____ = ____ \(\div 4 = ____\)
Discipline: ____ + ____ + ____ + ____ = ____ \(\div 4 = ____\)

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

WIN TOMORROW TODAY!

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

GREAT WORK TODAY! REMEMBER TO:

EAT RIGHT              MOVE OFTEN              SLEEP SOUNDLY
DAY 30

True freedom is impossible without a mind made free by discipline. —MORTIMER J. ADLER

MY MORNING ROUTINE

 Desired start time: _______  Desired end time: _______
 Actual start time: _______  Actual end time: _______

I am grateful for:

SESSION 1

Focus time: ____  Refresh time: ____

My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2

Focus time: ____  Refresh time: ____

My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

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100

Date:

100

True freedom is impossible without a mind made free by discipline. —MORTIMER J. ADLER

SESSION 1

Focus time: ____  Refresh time: ____

My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____

SESSION 2

Focus time: ____  Refresh time: ____

My main focus this session:

🌟 Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____  Discipline score (1-10): ____
**SESSION 3**

Focus time: ____    Refresh time: ____

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____    Discipline score (1-10): ____

**SESSION 4**

Focus time: ____    Refresh time: ____

My main focus this session:

* Start your timer and begin!

Complete! My main accomplishment:

Productivity score (1-10): ____    Discipline score (1-10): ____

**SESSION SCORES**

Productivity: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

Discipline: ____ + ____ + ____ + ____ = ____ ÷ 4 = ____

One way I can become more productive:

One way I can become more disciplined:

Today, I am most proud of:

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**WIN TOMORROW TODAY!**

☐ Fill out tomorrow’s morning routine & desired starting & ending times.

One goal I will accomplish tomorrow:

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**GREAT WORK TODAY! REMEMBER TO:**

EAT RIGHT  MOVE OFTEN  SLEEP SOUNDLY
10-Day Recap

Time to measure your mastery of
PRODUCTIVITY,
DISCIPLINE AND FOCUS!
My biggest win over the last 10 days:

My biggest struggle over the last 10 days:

Possible solutions to my struggles:
1.
2.

Productivity average: Combined scores from 10 days _____ ÷ 10 = _____

Discipline average: Combined scores from 10 days _____ ÷ 10 = _____

To become more productive over the next 10 days, my focus will be to:

To become more disciplined over the next 10 days, my focus will be to:

Have I become more productive and disciplined in the last 10 days? Y N

My biggest takeaway in the last 10 days is:
YOU’RE 30%

LET’S GET
OF THE WAY!

BACK TO IT!