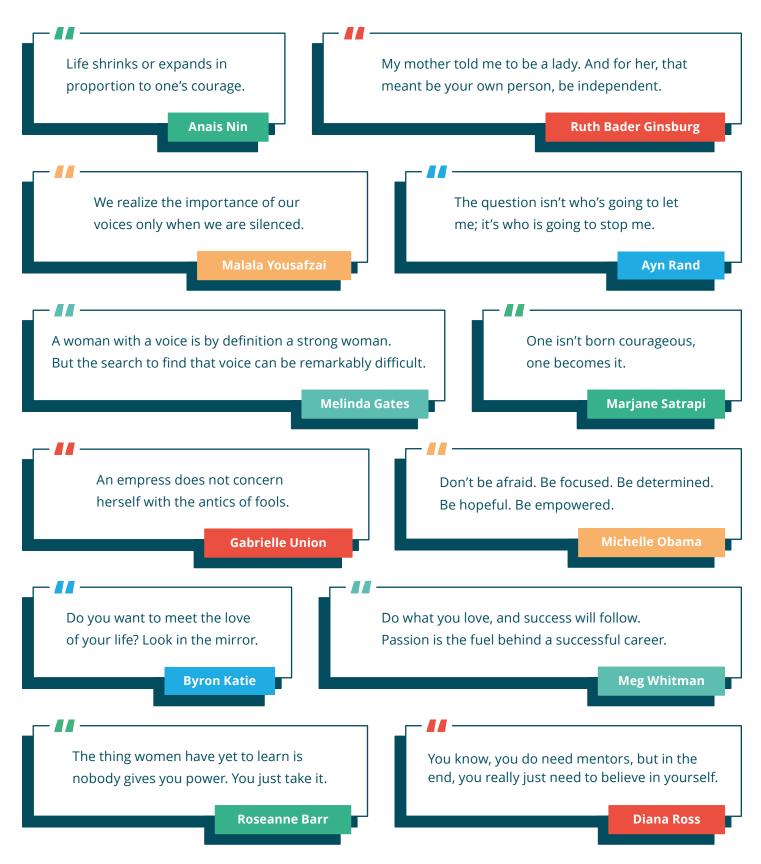


## **Daily Organizer and Planner**

Day & Date:	
l am excited about:	
1	
2	
Today's Focus:	Today's Declaration:
Today's Priorities:	
1	
2.	
3	
4	
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7	
8	
9	

**JOB**HERO

## **12 Empowering Quotes to Motivate You**



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## **Checklist to Get Focused**

Meditate or stretch for several minutes away from your workspace before beginning to work.
Grab your drink(s) of the day: water, tea, coffee, kombucha etc.
Organize your workspace so you only have what you need for the project in front of you.
Get your feng shui in order by setting the lights, curtains and blinds to your liking.
Get comfortable in the workspace by adjusting your chair or monitors.
Turn off unnecessary notifications on your computer.
Set a timer on your phone for the period you plan to work diligently for.
Turn off all notifications on your smartphone, and place it out of sight.
Pick a playlist that will help you focus, but make sure it won't distract you.
List priorities or project steps.
1
2
3
4.
5
J

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