



# Daily Organizer and Planner

**Day & Date:** \_\_\_\_\_

**I am excited about:**

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

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

**Today's Focus:**

\_\_\_\_\_  
\_\_\_\_\_

**Today's Declaration:**

\_\_\_\_\_  
\_\_\_\_\_

**Today's Priorities:**

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

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

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

# 12 Empowering Quotes to Motivate You



Life shrinks or expands in proportion to one's courage.

Anais Nin



My mother told me to be a lady. And for her, that meant be your own person, be independent.

Ruth Bader Ginsburg



We realize the importance of our voices only when we are silenced.

Malala Yousafzai



The question isn't who's going to let me; it's who is going to stop me.

Ayn Rand



A woman with a voice is by definition a strong woman. But the search to find that voice can be remarkably difficult.

Melinda Gates



One isn't born courageous, one becomes it.

Marjane Satrapi



An empress does not concern herself with the antics of fools.

Gabrielle Union



Don't be afraid. Be focused. Be determined. Be hopeful. Be empowered.

Michelle Obama



Do you want to meet the love of your life? Look in the mirror.

Byron Katie



Do what you love, and success will follow. Passion is the fuel behind a successful career.

Meg Whitman



The thing women have yet to learn is nobody gives you power. You just take it.

Roseanne Barr



You know, you do need mentors, but in the end, you really just need to believe in yourself.

Diana Ross



# Checklist to Get Focused

Meditate or stretch for several minutes away from your workspace before beginning to work.

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Grab your drink(s) of the day: water, tea, coffee, kombucha etc.

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Organize your workspace so you only have what you need for the project in front of you.

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Get your feng shui in order by setting the lights, curtains and blinds to your liking.

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Get comfortable in the workspace by adjusting your chair or monitors.

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Turn off unnecessary notifications on your computer.

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Set a timer on your phone for the period you plan to work diligently for.

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Turn off all notifications on your smartphone, and place it out of sight.

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Pick a playlist that will help you focus, but make sure it won't distract you.

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List priorities or project steps.

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

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

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_