

Daily Routine:

There are seven steps to creating a daily routine:

1. Establish waking up and going to bed routines
2. Establish starting and finishing work routines
3. Factor in family routines (E.g. school drop-off)
4. Organise your time in blocks in your calendar
5. Allocate your best possible time as Focus Time
6. Leave Margins in your day every day (for you, the unexpected)
7. Squeeze low value tasks – e.g. before or in between meetings

Example of a Daily Routine from a male business owner with a team

Time	Action	Activities
5:30am – 7:00am	Before Work	waking up, exercise, shower, time to reflect, breakfast with partner, assisting family wake up, get out door peacefully, use commute time well in car (motivational podcast)
7:30am	Start Work	Arrive early, coffee and catch up with staff, spend 15 minutes planning their work day.
8:30am – 11:00am	Morning Routine Focus Time	Best 2-hour block of time for focused work on goals and plans related to growth of business.
11:30am – 12:30pm		Late morning – emails for 30 mins; return calls, other matters before lunch after achieving good progress
12:30pm	Lunch time	30 minutes' walk and eat a sandwich and coffee
1:00pm – 3:30pm	After lunch routine	Appointments with people, sales calls, management of team, other key business activity
4:00pm – 5:00pm	Late afternoons	Return calls, reply to emails, and finish off any loose ends, other admin. Clear desk and make basic plan for following day
5:15pm –	Finish Work	Head home or to networking event. Make sure I get my head out of work stresses on way home, listening to music, current affairs, get prepared for family time.
5:45pm – 7:00pm	Arrive Home	Be ready to connect, relate, be helpful to kids with homework, to partner with dinner prep, and make sure all is well.
7:00pm – 9:30pm	Evening	Family time over dinner, wash up, favourite TV, kids to bed, relax for 30 mins with partner.
9:30pm – 10:30pm	Going to bed	Turn off all screens 30 mins before bed, have a shower, get into bed, read, talk with partner, wind down to sleep.

Outline your current 'normal' Daily Routine (a starting point if you are new to this concept)

Time	Action	Activities
	Before Work	
	Start Work	
	Morning Routine	
	Lunch time	
	After lunch routine	
	Late afternoons	
	Finish Work	
	Arrive Home	
	Evening	
	Going to bed	

NEW 'normal' Daily Routine

"You will never change your life until you change something you do daily. The secret of your success is found in your daily routine" ~ John Maxwell

Time	Action	Activities
	Before Work	
	Start Work	
	Morning Routine	
	Lunch time	
	After lunch routine	
	Late afternoons	
	Finish Work	
	Arrive Home	
	Evening	
	Going to bed	

