

## Building a Successful Day

Habits drive many of your actions and behaviors throughout the day. However, some of these habits may not help you prepare for your best day at work. You can deliberately and thoughtfully build new habits that will lead to a happier, more productive day.

### Activities to Prepare for Your Best Day at Work

Think about the activities you do before work, like your sleep habits, exercise routine, or breakfast choices; consider how these actions, activities, and habits impact the remainder of your day.

What can you do to set yourself up for the best day at work? Look at the list below. Choose 1-2 activities that you would like to incorporate into your morning routine.



#### Activities to Prepare for Your Best Day at Work

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Sleep habits



Nutrition



Exercise



Meditation



Journaling



Reviewing goals



Reviewing your definition of success



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# Leader's Toolkit

## Building a Successful Day

What is my plan to incorporate this activity into my daily routine?

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How will I be consistent at practicing this new activity?

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To learn more about how to prepare for your best day at work,  
check out the following book recommendations:

*The Miracle Morning* by Hal Elrod

*Atomic Habits* by James Clear