

## PM CHECK-IN ENTRIES

### OVERVIEW

**Purpose:** To reflect on the day, acknowledge wins, and identify areas for growth. This reflection process solidifies lessons, reinforces positive habits, and prepares you for a successful tomorrow.

#### **How to Use:**

- Copy and paste the blank template entry (below) at the top of the “daily entries” section of this Google Doc every evening.
- Answer the prompts (sample list below) - feel free to create your own prompts.

### TEMPLATE - KEEP BLANK & COPY/PASTE EACH DAY

2/26/2025

- PM Journal: freestyle brain dump (5 Min)
    -
  - 3 Amazing Things that Happened Today:
    - (1)
    - (2)
    - (3)
  - How Could I Have Made Today Better?:
    -
  - Who Did I Help Today & How?:
    -
  - Today's Priorities Review - How Did I do on These?
    - (1)
    - (2)
    - (3)
  - Tomorrows Priorities
    - (1)
    - (2)
    - (3)
- 

### DAILY ENTRIES

2/25/2025

- PM Journal: freestyle brain dump (5 Min)
  - Just write for 5 minutes. Do not worry about structure or wording; the goal is to release thoughts and clear your mind.

- 3 Amazing Things that Happened Today:
  - (1) Luke showed up - answered prayer.
  - (2) Koda - teaching me things about myself to help me grow.
  - (3) Aly - generous heart for others, making care packages to hand out.
  
- How Could I Have Made Today Better?:
  - Not being reactive to my emotions - just allowing them to come and pass.
  
- Who Did I Help Today & How?:
  - Luke - bought him breakfast.
  
- Today's Priorities Review - How Did I do on These?
  - (1) Finish proposal - completed.
  - (2) Write article - 90% complete.
  - (3) Prep for meeting on Friday - 40% complete.
  
- Tomorrow's Priorities
  - (1) Finish article and publish.
  - (2) Finalize Friday meeting prep.
  - (3) Reach out to 5 prospective clients.