STRUCTURING MY DAY

- Identify specific parts in your day that can act as anchors (e.g. before work, when I first arrive at work, before I leave work, when I first get home, etc.).
- Pair the new habit you wish to develop or the work you need to complete to a period in the day.
- Be realistic and only focus on 1-2 items for each part of the day.

BREAKDOWN FOR MY DAY	NEW HABIT TO DEVELOP OR TARGETED TASK TO COMPLETE