

What I want to achieve today

Something that helps me to stay focused is deciding each morning what I really want to achieve; and then remaining aware of that throughout the day. This is important because other things will crop up that can get in the way. Having already determined what I want to achieve helps me to decide what to do about those other things that come my way.

When this happens for you, you could ask yourself:

* ‘Is this more important than what I have planned?’
* If so, ‘how is it more important?’
* ‘What will the consequences be if I do/ don’t prioritise what’s come up over what I have planned?’

Answering these questions should help you to decide what to do rather than automatically jumping to do those additional things that work their way to you.

This starts with knowing what you want to achieve, so here’s some space for you to think about that…

Today, I want to:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_