

Sunday Summit My Working Routine

Date:

1. What have I accomplished this week?

Make sure you include everything you have accomplished no matter if big or small.

2. Is there anything I wanted to accomplish but didn't?

Be specific and include projects/items that have dropped out of the list of things you wanted to accomplish

3. What useful insight about my working routine have I learned this week?

Pay attention to important clues about your working routine. For example, note how long it *takes* to complete a task vs. how long you *thought* it would take. Find out which aspect of working comes more easily, and which one doesn't. Can you include something in your routine that makes your work more enjoyable?

4. What challenges am I experiencing?

If some specific challenge comes up over and over again, it may be because the task is either too big (if so, you need to break it down into smaller, more manageable parts) or not really important (if so, you should consider scrapping it altogether from your list).

5. If I were to give myself advice, what would I tell myself about these challenges?

We are often far better at giving advice rather than taking it. Pretend a good friend comes up to you with the same challenges you are facing. What piece of advice would you give him/her?

6. What are my top priorities for this coming week?

Planning the work ahead and being clear about your priorities is an effective way to keeping on track. Be realistic though with what you can achieve in one week. Only list three to four items and focus your attention on those.

7. If I could get nothing else done this week but ONE THING, which one would I choose to do? Which one thing would make me happy and proud?

Well, this one is self-explanatory, really. Pick up that one thing and stick to it until completion. A sense of achievement is the best propeller forward.

This worksheet is based on the trainings of Christine Kane. Christine Kane is known as the Mentor to People Who are Changing the World. She is the president and founder of Uplevel You™, a multi-million-dollar company committed to the growth and empowerment of entrepreneurs and creatives around the globe through teaching not only high-level cutting-edge authentic marketing and business strategies – but also transformational techniques to shift mindsets and wealth. www.ChristineKane.com