**Daily**
Do this before leaving the office or before going to bed.

**What is my Attitude of Gratitude?**
List 3 things you are grateful for today and 3 things you hope to be grateful for tomorrow.

<table>
<thead>
<tr>
<th>TODAY</th>
<th>TOMORROW</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
<td>3.</td>
</tr>
</tbody>
</table>

**What activities will drive my quarterly goals/priorities?**
List your number 1 thing to accomplish for tomorrow, then list the 6 most important things to accomplish tomorrow in priority order.

**VITAL GOAL**

<table>
<thead>
<tr>
<th>HOW GOOD 1-10</th>
<th>HOW EXCITED 1-10</th>
</tr>
</thead>
</table>

**6 MOST IMPORTANT GOALS**

<table>
<thead>
<tr>
<th>HOW GOOD 1-10</th>
<th>HOW EXCITED 1-10</th>
</tr>
</thead>
</table>

**Quarterly**
Do this every 3 months. What you value may not change, but priorities and goals for the quarter will.

**What do I value most & what is most meaningful to me?**
List in order of priority the things you value most and are most meaningful to you.

1.  
2.  
3.  
4.  
5.  
6.  

**BHAG ("Big Hairy Audacious Goal" - from Jim Collins)**
List your 6 most important goals for 10-25 years from now.

1.  
2.  
3.  
4.  
5.  
6.  

**What are my goals for this quarter that will move me in the direction of my BHAG?**
When you are finished, pick the most important of the 6 goals to focus on for the quarter and circle it.

1.  
2.  
3.  
4.  
5.  
6.  