

Step 1: Celebrate Wins (5 mins)

1

What are 3 *small victories* from Q3?

(e.g., set a boundary, finished a course, stayed consistent with walks)

Victory 1

Started daily meditation practice

Victory 2

Completed professional certification

Victory 3

Maintained 3 weekly workouts

Step 2: Energy Audit (10 mins)

2

ENERGIZERS (Keep doing!)

Energizer 1

Morning journaling

Energizer 2

Weekly nature walks

DRAINERS (Minimize/eliminate!)

Drainer 1

Late-night emails

Drainer 2

Unnecessary meetings

🎯 Step 3: Q4 Focus Zone (15 mins)

3

ONE Priority Goal for Q4

What would make the BIGGEST impact? (e.g., Launch my online course | Reclaim 10hrs/week for creativity)

Launch online course

Break It Down

- | | | |
|----|------------------------|--------|
| 1. | Outline course content | 15/Oct |
| 2. | Create first 3 modules | 10/Nov |
| 3. | Set up payment system | 05/Dec |

💚 Step 4: Non-Negotiable Self-Care (15 mins)

4

Physical/Mental Care

(e.g., 7hrs sleep, 10-min daily stretch)

7 hours of sleep every night 10-minute morning stretch routine

Emotional/Social Care

(e.g., Friday screen-free nights, monthly friend call)

Friday screen-free evenings Monthly call with best friend

Step 5: Your Commitment (5 mins)

5

Finish this sentence:

ising on launching my online course and protecting my energy thrc

"Self-care is not selfish. You cannot serve from an empty vessel." - Eleanor Brown