

How to Set Yourself Up for a Successful Day

The 'Win the Day' Action Plan

Accelerating Excellence
Podcast Episode #32

"How we live our days is how we live our lives." – Annie Dillard

MAKE EACH DAY A MASTERPIECE

This quote is a reminder to make the most of every day and to live with excellence.

DAY & DATE

A reminder that our days are numbered and to make each day count.

PRIORITIES

This section is for your most important, high-value tasks. There is room for three and only three. The + sign next to number 1 indicates your most important task for the day.

ROUTINE WORK

This section is designed for more administrative tasks. Tasks that don't take a lot of concentration and often don't take long to accomplish. Some examples may be setting up an appointment, emailing someone, filling out paperwork.

CALENDAR

You likely have the day's appointments and meetings in your electronic or physical calendar. This area gives you the opportunity to write it down as part of your daily game plan.

DAILY RITUALS

This section is highly personal and is a way to intentionally infuse enjoyment and/or order in your life. Daily rituals don't necessarily mean you do them every day, but they are regular practices. Some examples include working out, reading, practicing piano, and having a time of solitude.

ERRANDS

In order to use your time wisely, think of your travel for the day and how it might be combined with errands you need to run. If possible, try to patronize stores at less busy times.

INCOMING TASKS AND DAILY NOTES

This section is for issues that come up during the day. Often you will have a new task that needs to be deferred. This section helps you capture items so they don't fall through the cracks. You can plan them for a later date.

The image shows a digital form titled "Win the Day Action Plan" from Accelerating Excellence. The form is designed for daily use and includes several sections: "MAKE EACH DAY A MASTERPIECE" with fields for "DAY:" and "DATE:"; "PRIORITIES" with a numbered list (1, 2, 3) where a "+" sign is next to "1"; "ROUTINE WORK" with a list of lines; "CALENDAR" with a list of lines; "ERRANDS" with a list of lines; "DAILY RITUALS" with a list of checkboxes; and "INCOMING TASKS & DAILY NOTES" with a list of lines. The Accelerating Excellence logo and tagline "Building High Performance in People and Organizations" are at the bottom right of the form.