

10 Ways to Make Each Day a Masterpiece

Accelerating Excellence with Del Gilbert Podcast Episode #87 - Resource Guide

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

1. THINK OF THE IMPORTANCE OF EACH DAY

Once a day is gone, you can never get it back again. You can't give 50% today and 150% tomorrow. Every day is a unique opportunity.

2. PLAN EVERY DAY

Not planning your day leads to a life of reactivity, you simply react to what happens to you, rather than a life of proactivity, where you make things happen. It's the difference between playing offense and playing defense.

3. PLAN YOUR DAY THE DAY BEFORE

You can hit the ground running each day. You are not spending the first part of your day planning. You are able to get right into your work.

4. SEPARATE THE IMPORTANT FROM THE UNIMPORTANT

You can plan every day, but you still won't make the day a masterpiece if you are doing trivial tasks rather than important work. Don't major in minor things.

5. USE A CLOSED LIST

A closed list is a limited number of tasks you plan to complete each day. Turn your daily task list into a **'will do'** list instead of a 'might get around to it' list.

6. LEAVE WHITE SPACE

Don't plan every minute of your day. You need breathing room. You need margin. You need to build in times for life to happen; whether that is handling emergencies, building relationships, or seizing unforeseen opportunities.

7. WORK WITH YOUR PERSONAL ENERGY CYCLE

Match the level of the task to the amount of energy you have. Do high priority work at your times of highest energy and secondary or routine tasks when you have less energy.

8. ESTABLISH A FEW DAILY POSITIVE RITUALS

Establishing a few healthy, daily habits will go a long way in making each day a Masterpiece.

9. PRACTICE DAILY REFLECTION

Spend a few minutes reflecting on the past day; what went well, what didn't go well. Take action to create momentum and avoid repeated mistakes.

10. PRACTICE POSITIVE VISUALIZATION

Think about your appointments, meetings, and people you will interact that day. Imagine bringing your best self to each situation.

Win the Day Action Plan

MAKE EACH DAY A MASTERPIECE

DAY:

DATE:

PRIORITIES

1.+

2.

3.

2ndary WORK

CALENDAR

DAILY RITUALS

ERRANDS/HOUSEHOLD

- _____
- _____
- _____
- _____
- _____



INCOMING TASKS & DAILY NOTES