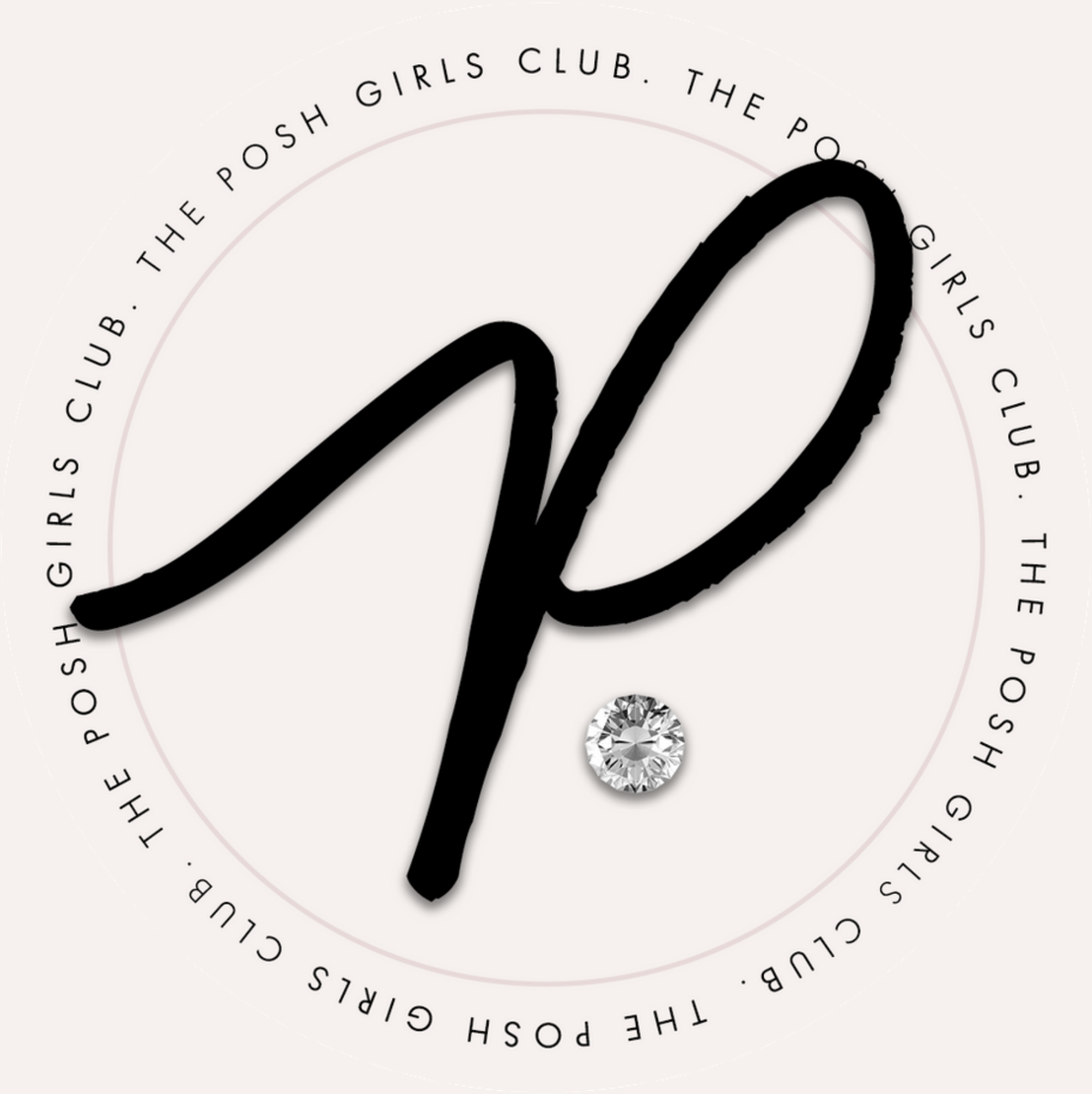

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MORNING REFLECTION

This morning, I am grateful for:

1.
2.
3.

Planning My Day:
Important Tasks (Most important is #1 and least important is #3)

1.
2.
3.

Time Block your task! Example: 3 pm - 4 pm

1.
2.
3.

IMPORTANT: Don't forget to put these 3 time-slots into your day planner or calendar for today so that you remember to complete them.

EVENING REFLECTION: What went well today?

This evening, I am grateful for:

1.
2.
3.

What didn't go well? What can I learn?

Tomorrow, I will make sure to...