

10 Essential Ways to Plan a Successful Day

Get an early start.
Gain 10–20 minutes and see the difference.



Get to work.
Start small to gain momentum.

Picture the desired result.
Set this as your intention for the day.



Plan for tomorrow.
Set your future self up for success.

Set your schedule. List your to-dos.
Batch similar tasks for ultimate efficiency.



Practice gratitude.
Reflect and find something to be grateful for.

Prioritize healthy habits.
Plan out your meals, snacks and exercise.



Unplug.
Carve out time for you and those you love.

Select your top three.
Keep focused on your priorities.



Commit to quality sleep.
Recharge for at least seven hours.

Adapted from daydesigner.com