DAILY OUTPUT TRACKER Instruction Guide

1. **Objective for the Day -** What is the number one thing you absolutely must accomplish today? This is based on long-term goals, projects at hand, customers, team members to work with, and items left over from yesterday.

2. **Physical Inventory -** How would you rate your mental, physical and spiritual capacity today from 1 to 10? 1 means you could barely get out of bed to 10 means that you are bouncing off the walls with high energy!

3. **Daily Empowerment -** What are you doing today to insure you are getting the best out of today? Things such as meditation, exercise, eating well, stretching and getting up from your desk. This could even just be taking a much-needed break instead of skipping lunch!

4. **Distraction Alert -** What are your current distractions? How can you be aware of them and find solutions to improving them today based on whether they are good distractions or bad distractions?

5. **Project Status -** Look at your current projects. Where do you have the status of these projects located? How are they moving forward?

6. **Action Planner -** What are the five key actions you will take today to move your business forward?

7. **Cooperation Resources -** Who are the people that can assist you with these tasks today and moving forward to insure they are getting done? Especially look at the tasks that are continuously not getting done due to "lack of time."

8. **End of the Day Results -** What are the top accomplishments from today? What still didn't get done?

9. **Today's Evaluation -** Rate your joy at the end of the day from 1 to 10 based on what you have accomplished. Exhausted is a 1 and invigorated is a 10.

10. **Moving Forward to Tomorrow -** What must be a top priority to get done tomorrow in order to honor your current goals and projects that must be completed?

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Today's Date:

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2. **Physical Inventory**

3. **Daily Empowerment**

4. **Distraction Alert**

5. **Project Status**

6. **Action Planner**
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7. **Cooperation Resources**

8. **End of the Day Results**

9. **Today's Evaluation**

10. **Moving Forward to Tomorrow**