



# Creating a Supportive Daily Routine

Your Personal Planning Guide

February 2021

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Dear Friends,

This guide has been created for participants of the *Designing Your Best Day* series. My hope is that this tool will help you weave the content we've covered into your life in a meaningful way. As you endeavor to enhance your daily routine, may the inquiries and reflections in this guide serve to bring you new insights for greater wellness and well-being.

This guide offers you two "Planning Paths." Each Planning Path leads you through a series of reflections and prompts, and concludes by inviting you to set intentions for your best day. Think of this exercise as designing your "Best Day Plan" - a tool to which you can refer and recalibrate from time to time.

Path One takes a more broad and introspective approach to setting your intentions. Path Two takes a more focused approach, and offers prompts that are specific to the six "anchors" of a supportive daily routine. I encourage you to follow the Planning Path that resonates most with you. And if you are so inclined, feel free to engage with both, and compare the resulting intentions that you've composed at the end of each Path. Either way, the big idea is to arrive at a clearer vision for how you wish to optimize your energy bottle.

Now it's time to grab a notebook and your favorite pen, find a cozy corner, and discover more of the gift of you!

With kindest regards and wishes for your brightest day.

Rebecca Donato  
Executive Director, Vitalize 360

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## PLANNING PATH ONE



### BEGIN WITH THE END IN MIND

I'd love to describe the end of each day as having been a day that... (list qualities)

My guiding North Star, which can provide an anchor and a direction to my day is...

### SHINE A LIGHT ON YOUR INNER WELL

Activities or experiences that create more energy and fill up my energy bottle are...

Activities or experiences that use up more energy from my bottle than desired are...

Things that spark inspiration or motivation to act upon something meaningful are...

Something that's been piquing my interest or tugging at me for more attention is...

### DRAW FROM YOUR ROOTS – YOUR STRENGTHS & BELIEFS

Emotional, mental and spiritual sources of strength which I can tap into daily are...

Some of the guiding values that shape the way I live are...



## Intentions for My Best Day

Some of the “key ingredients” for living my best day include...

In consideration of the reflections above, and in my effort to continuously refine what it means to live my best day, it feels most important to...

keep doing...

start doing...

stop doing...

The benefits of fulfilling these intentions are...

What I need to do to help myself accomplish this is...

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## PLANNING PATH TWO



This path includes at least one prompt for each of the six “anchors” of a supportive daily routine (summarized below.)

Don’t feel obligated to include a response for each prompt. It’s more valuable to set intentions for areas that feel most important to you right now.

### Make the Most of Nature’s Daily Cycle

Establish regular times for

- Waking
- Eating
- Sleeping

### Mindfully “Bookend”

Incorporate a “check-in” with yourself at start & end of day

- Intentional Starts  
Planning how to best use your energy bottle
- Reflective Ends  
Digesting the day’s activities and events

### Make Time for Meaning Moments

Practice small daily rituals that connect you to yourself, to others, to sense of higher purpose.

### Get Outdoors

A little time in Nature helps us to effortlessly “reset”

Our bodies benefit from the fresh air, sunlight and ability to align with the season’s elements.

### Restore & Renew

- Establish a self-care routine
- Make time for stillness breaks
- Choose nourishing leisure
- Set a sleep goal

### Move Move Move

Support blood flow to muscles, organs, and brain by moving throughout day.

Make time for focused exercise.

## **MAKE THE MOST OF NATURE'S CYCLES: REST & WAKE**

The most beneficial number of hours of night for me to sleep is:

My intended wake time is:

My intended bed time is:

The benefits I'll gain from this are:

What I need to do to help myself accomplish this is:

## **MAKE THE MOST OF NATURE'S CYCLES: SUPPORTING DIGESTION**

I will aim to have my breakfast around:

I will aim to have my lunch around:

I will aim to have my dinner around:

The benefits I'll gain from this are:

What I need to do to help myself accomplish this is:

## **MINDFULLY BOOKEND THE DAY**

I will start my day in an intentional way by:

I will end my day in a reflective way by:

The benefits I'll gain from this are:

What I need to do to help myself accomplish this is:

## **MAKE TIME FOR MEANING MOMENTS**

Something that provides meaning to me each day is:

I will incorporate a regular practice of “meaning moments” in my day by:

The benefits I’ll gain from this are:

What I need to do to help myself accomplish this is:

## **MOVE MOVE MOVE**

I will incorporate periodic, gentle and natural movement throughout my day by:

The benefits I’ll gain from this are:

What I need to do to help myself accomplish this is:

The form of focused exercise that I will engage in is:

I will engage with this      times a week for      minutes each day.

The benefits I’ll gain from this are:

What I need to do to help myself accomplish this is:

## GETTING OUTDOORS

I will spend time outdoors at least    days a week.

During my outdoor time, I will enjoy Nature in a special way by:

The benefits I'll gain from this are:

What I need to do to help myself accomplish this is:

## RESTORATION STRATEGIES

I will engage in the following SELF-CARE activities during my week:

Activity:

Time of day:

Times per week:

The benefits I'll gain from this are:

What I need to do to help myself accomplish this is:

Activity:

Time of day:

Times per week:

The benefits I'll gain from this are:

What I need to do to help myself accomplish this is:



## RESTORATION STRATEGIES

I will engage in the following NOURISHING LEISURE activities during my week:

Activity:

Time of day:

Times per week:

The benefits I'll gain from this are:

What I need to do to help myself accomplish this is:

Activity:

Time of day:

Times per week:

The benefits I'll gain from this are:

What I need to do to help myself accomplish this is:

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