

# Develop Your Morning Routine

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Because each component of your morning routine takes a certain amount of energy and time to complete, it's important to examine your list of morning tasks. Doing so will help you prioritize your morning schedule and determine which aspects of your morning are most important to you. Creating a personalized morning schedule will work to relieve the stress of a busy start of day, allowing you to charge forward and seize the day with energy and vigor.

If you want to set and stick to a morning routine that is unique to your lifestyle, grab a pen, a highlighter, and get comfortable. Prepare to create your own personalized morning routine.

## These worksheets will...

- **Support** you in shaping your ideal morning
- **Assist** you in building out an itinerary to support that morning
- **Help** you identify potential roadblocks
- **Provide** you with tips and resources to stick to your new routine

## Here's what you need to complete these worksheets:

- Pen
- Highlighters, 2 colors
- 1 hour of alone/reflection time

### **Step 1 – Your Perfect Morning...Write it Out**

Use the space below to write out everything you need to do from the time you wake up to the time you leave the house. Then, list out tasks that you *want* to happen. Get specific! If you enjoy smelling the fresh air on your front porch while sipping your coffee, write it down. If you're responsible for waking, dressing, and feeding the kids, write it down. If you want to make the green light on the corner street at 7:32 am, write it down. Don't worry about going in order right now.

As you go, include any details that you already know help you have a successful morning. For instance, if you know that packing your gym bag the night before helps your mornings go more smoothly, make a note!

### **Step 2 – Mark it Up**

Break out those highlighters and revisit your list. Go through it line by line and think about whether or not each task truly belongs on the list. Can some tasks be completed entirely, or even partially the night before? Is there another time during the day that you can tackle something you typically do in the morning?

- Grab one highlighter and mark anything that can be completed before bed to make your morning smoother.
- Use your second highlighter to mark all tasks that can be completed at a different time of day.

Keep in mind that although some tasks don't necessarily need to be done in the mornings, they still might be important to you. For instance, if coming home to a tidy living room brings you joy, taking the time to complete a quick morning tidy is a task that should remain on your list. Take some time to decide which tasks truly matter to you. Doing so will put you on a path to create a morning routine that is uniquely suited to your lifestyle and habits.

### **Step 3 – Think it Through**

Whether you live alone or are taking care of an entire family, there will always be unexpected tasks that take too much time and threaten to derail your whole morning. Use this space to list out potential time eaters that may pop up during your routine.

**Revisit the above list.** Think about which items are avoidable and which are not. Can you sidestep any of these distractions with some planning? Grab your highlighter and mark the distractions from your list above that are avoidable. Then, using our tips below, reflect on how you can minimize these distractions and make a note of it next to each.

### **Step 4 – Map it Out**

Now that you have your task list in a good working order, determine the precise moment that you need to leave the house, pull into the office, or begin your studies. In the space below, work backwards from that time in 5-minute increments to plan out your entire morning in order. If the success of your routines depends on other people, like your roommate, significant other, or children, be sure to include them in your planning.

On the side, include all of the tasks you have determined you can complete at night to help minimize stress and maximize efficiency in the morning. Use that list as a reference when building your evening routine.

### **Step 5 – Test it Out**

Once your routine is set, it's time to put it to the test. Spend the next few days with a copy of your routine. Check tasks off as you go. Make notes about what is and isn't working. This may seem tedious, but doing so will ensure your new routine actually works for your lifestyle and supports your goals, which will ultimately make it easier to keep. Remember that a new habit takes about 66 days to completely form. Stick to your routine and stay motivated, and you're sure to see results you're happy with.

### **Step 6 – Stay Positive**

Your morning routine won't work unless you stay motivated. It's important for you to remember why you started a new routine in the first place. Otherwise, you might not be motivated to see your routine make significant changes to your success, productivity, and general lifestyle. Stay inspired by following these few simple tips:

- **Write down your motivation.** Keep it somewhere visible so you can remember why you want to change your routine and stay positive, even after a tough morning.
- **Get vocal.** Let your close friends and family know about your new morning schedule to let them get on board and help keep you accountable.
- **Get visual.** Since some smaller tasks are easier to forget, it's important to keep a checklist nearby to keep you accountable until you get accustomed to your new routine.
- **Stack your habits.** Some say that new habits are easier to keep when attached to existing ones. If you want to meditate, for example, challenge yourself to meditate for 2 minutes before your first cup of coffee.

- **Set an alarm that works for you.** Find out how you wake up best. Is it by a loud alarm, music, an app, waking up naturally, or being jumped on by your toddler? Whatever it is, find out which way will help you wake up at the necessary time every morning to start your day off right.
- **Reward your progress.** You're doing something great for yourself. After a few days of successfully completing your morning routine on time, give yourself a reward! By turning your new schedule into something positive, you'll be more likely to stick with it longer.

Now, that you've planned your morning routine and are ready to put it into action, consider creating a customized [nighttime routine](#), too! By focusing on starting and finishing your day in the most efficient way possible, you'll ensure a more productive and fruitful day.