

1% Daily Improvement Routine

Morning Rituals (Personal Growth)

- Wake up 15 minutes earlier than usual
- Meditate or practice mindfulness for 10 minutes
- Read 10 pages of a book (keep a roster of books in your library)
- Exercise for 30 minutes (alternate between cardio and strength training)
- Write down 3 things you're grateful for

By incorporating small, consistent actions into your daily and weekly schedule, you can steadily progress towards your personal and professional goals.

Work Day (Business/Professional Growth)

- Identify one task to delegate or automate
- Learn one new feature of a tool you use regularly
- Reach out to one colleague or client to strengthen relationships
- Spend 20 minutes on a high-impact, non-urgent task
- Take a 10-minute break to refresh and refocus every 2 hours

Remember, the goal is progress, not perfection. Focus on consistency and small improvements. Adapt this list to fit your personal and professional needs.

Afternoon Boost (Skill Development)

- Spend 30 minutes learning a new skill related to your work or hobby
- Practice active listening in at least one conversation
- Write down one idea to improve a process at work

Evening Wind-Down (Reflection and Planning)

- Review your day and note one thing you did better than yesterday
- Plan your top 3 priorities for tomorrow
- Spend quality time with family or friends (or self-care if alone)
- Reduce screen time 30 minutes before bed
- Reflect on your progress and adjust your goals if necessary

Weekly Tasks (To be done once a week)

- Review and update your long-term goals
- Analyze your week's productivity and identify areas for improvement
- Learn about a new industry trend or technology
- Reach out to a mentor or be a mentor to someone
- Plan a new challenge or project to stretch your abilities