

End-of-Day Journal

Use this journal each evening to reflect on your day. It only takes a few minutes, but it can help you improve focus, manage stress, and plan better for tomorrow.

Today's Reflections

1. 1. What did I accomplish today?
2. 2. What didn't go to plan, and why?
3. 3. What was one highlight of the day?
4. 4. What distracted me the most?
5. 5. Did I stay within my work hours?
6. 6. What could I improve tomorrow?

Quick Gratitude Boost

✓ One thing I'm grateful for today: _____

✓ A small win worth celebrating: _____

Tomorrow's Focus

🌻 My top 1-2 priorities for tomorrow are:

1. _____

2. _____