

# CEO Morning Routine

CEO'S NAME: \_\_\_\_\_

Wake-Up Time: \_\_\_\_\_

## 1. Hydration & Breathing (1-2 min)

- Drink water and take a few deep breaths to wake up your body and mind.

## 2. Mindful Reflection (5-10 min)

Activity: \_\_\_\_\_

Examples: Prayer, meditation, or breathing exercises to center yourself for the day.

## 3. Goal Setting & Journaling (5-10 min)

- Activity: \_\_\_\_\_

Examples: Write in a journal, reflect on goals, or set your intentions for the day.

## 4. Exercise/Movement (Optional - 10-20 min)

- Activity: \_\_\_\_\_

Examples: Stretching, yoga, a short workout, or a walk.

## 5. Strategic Planning (5-10 min)

- Activity: \_\_\_\_\_

Examples: Review top priorities for the day, visualize key outcomes, or scan the to-do list.



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## 6. Breakfast & Energizing Rituals (5-15 min)

- Activity: \_\_\_\_\_

Examples: Prepare a healthy breakfast, have coffee, or listen to a motivational podcast.

## 7. Email & Communication Management (Optional - 10-15 min)

-Activity: \_\_\_\_\_

Examples: Quickly scan and prioritize emails; address urgent matters only.

## 8. Focused Work Block (15-30 min)

- Activity: \_\_\_\_\_

Examples: Tackle the most critical task of the day before other distractions arise.

### Additional Notes:

- **Total Routine Time:** \_\_\_\_\_

(Customize based on your morning schedule)

- **Key Focus Areas for the Day:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



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