

How to use your “kick ass plan” weekly planning sheet:

- **Intention** –Set your mood and intention for the day.
- **Practice Mindfulness** - Create more calm and focus in your life, meditation mindfulness is a great way to start. If this is new to you, try activities like painting, listening to music or taking a walk outside. You can find tons of videos and apps that have guided meditation practices as well. Here is an easy breathing exercise you may like:
Close your eyes and sit comfortably. Picture a lit candle. Take a deep breathe in through your nose and out of your mouth as you blow out the imaginary flame. Do this ten times. Repeat as needed.
- **Exercise** – did you get out and move today? Do you plan to do it later? Could be a walk around the block or a bike ride or taking a class. If you are just starting out, be sure to consult with your health care provider before starting a new routine.
- **Me time, Fun** – Are you planning to have fun today? Why wait for the weekend or vacation. Give yourself permission for “me time”. This is a friendly reminder to do something for you each day!
- **Acts of Kindness** - Mark Twain -“The best way to cheer yourself up is to cheer up someone else.” Perhaps a smile or holding a door open, or something bigger. This is a reminder that we are all capable of being kinder to others.
- **Strengths** - Build on what works! What character strengths or skills are you using today? If you are not sure of your strengths you can go to www.maximize-wellness.com and click “services” & “coaching” to find link to take a free online test today!
- **Connect with others** - We are always so busy with stuff to do and obligations that we forget to really connect with other people. Facebook and social media are not *really* connecting. This part of your planner provides space to jot down names of friends or family to call, write or visit. Make relationships a priority.
- **Fill Your BAG Happy Daily** - Imagine each day you absorb negativity and you want to get rid of at the end of each day. Picture yourself emptying BAG of all your stress and refilling it with positivity. Ask yourself these three questions:
 - B – What is the Best part of today?
 - A – What did I Accomplish?
 - G – What am I truly Grateful for?More information on this practice can be found at www.maximize-wellness.com “BAG”
For more ways to practice filling your BAG, you can go to:
www.facebook.com/groups/fillyourBAGhappy/ and ask to join. We would love to have you!
- **Weekly SMART Goal** – What do you want to accomplish this week? Personal or professional, keep it simple with one key focus per week. Write it down. Keep it positive and **SMART!**
 - S= Specific. Be clear and specific.
 - M= Measurable. Can you measure it?
 - A= Achievable or Realistic. Ask yourself what percentage you are likely to achieve this goal. If you answer is less than 70%, then revise your goal to something more achievable.
 - R= Result Oriented. Focus on what you want to accomplish, not what you are trying to avoid. For example: “~~Stop wasting time on social media.~~” Rewritten: “I spend one hour or less a day on social media and spend one hour a day outdoors in nature.”
 - T= Timely. Set a start and finish date.

My Kick Ass Week

Daily Reminders	M	T	W	Th	F	Sa	Su
Set daily Intention							
Practice Mindfulness							
Exercise							
Me time/ Fun							
Acts of Kindness							
Strengths							
Connect with others							

Fill Your BAG Happy Daily

	B= Best part of my day	A = Accomplishment	G= Grateful for...
M			
T			
W			
TH			
F			
Sa			
Su			

Weekly SMART Goal

Specific, Measurable, Achievable, Result Oriented, Timely