End Of Workday Reflection Sheet

Date:_____

Projects Unfinished	Projects To Start
In this space list anything you started and did not finish today. TIP - Make a few notes about where you stopped and your next steps. (In case you cannot remember the next day.)	In this space list anything you did not get to **or that was assigned to you late in the day.** TIP - this is how you will figure what what goes in the red box in the morning.

A dose of healthy distraction from our crazy, disorganized, eccentric daily lives.

A DOSE OF

healthy

DISTRACTION

with LIZ LEWIS