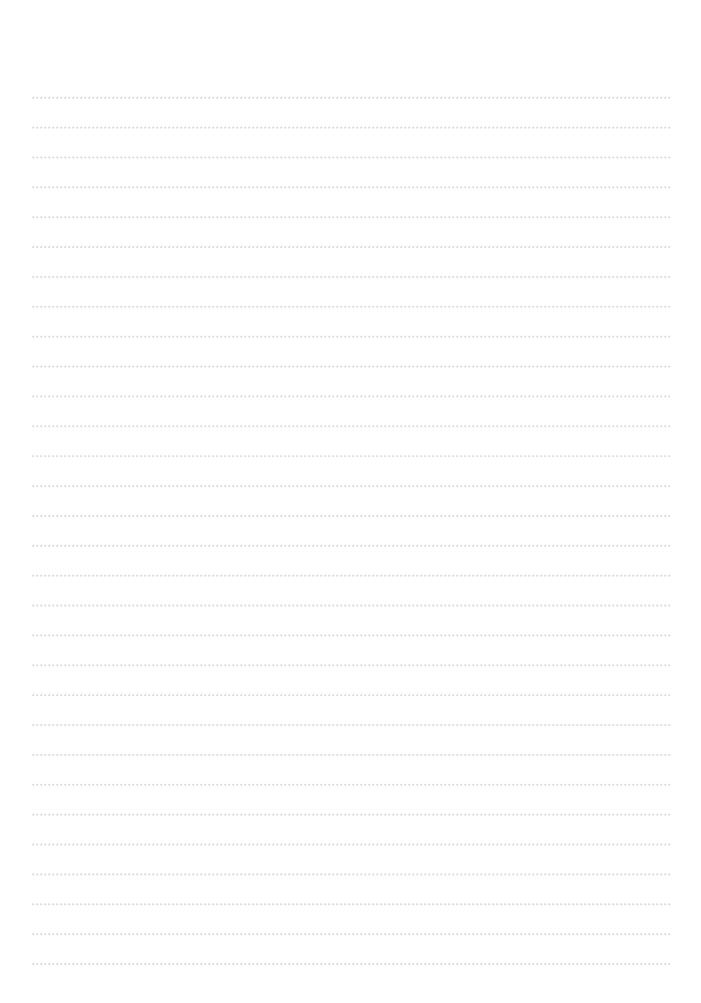
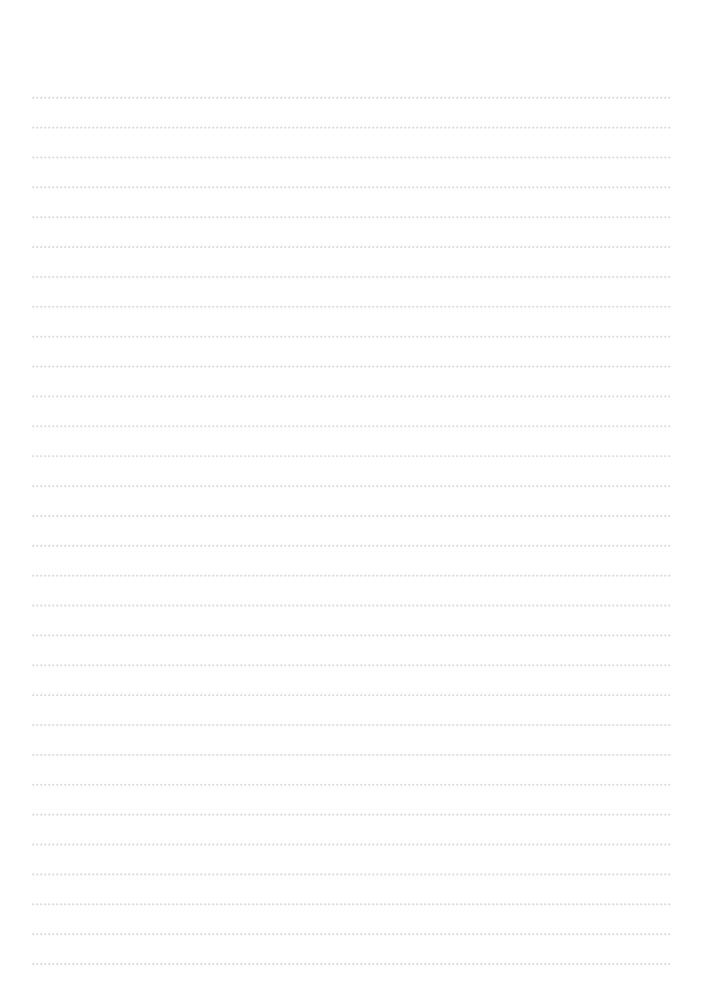


Maximizing My Potential

What is one task you can prioritize today to feel accomplished?



Reflect on a time when you felt focused and productive. What contributed to that success?

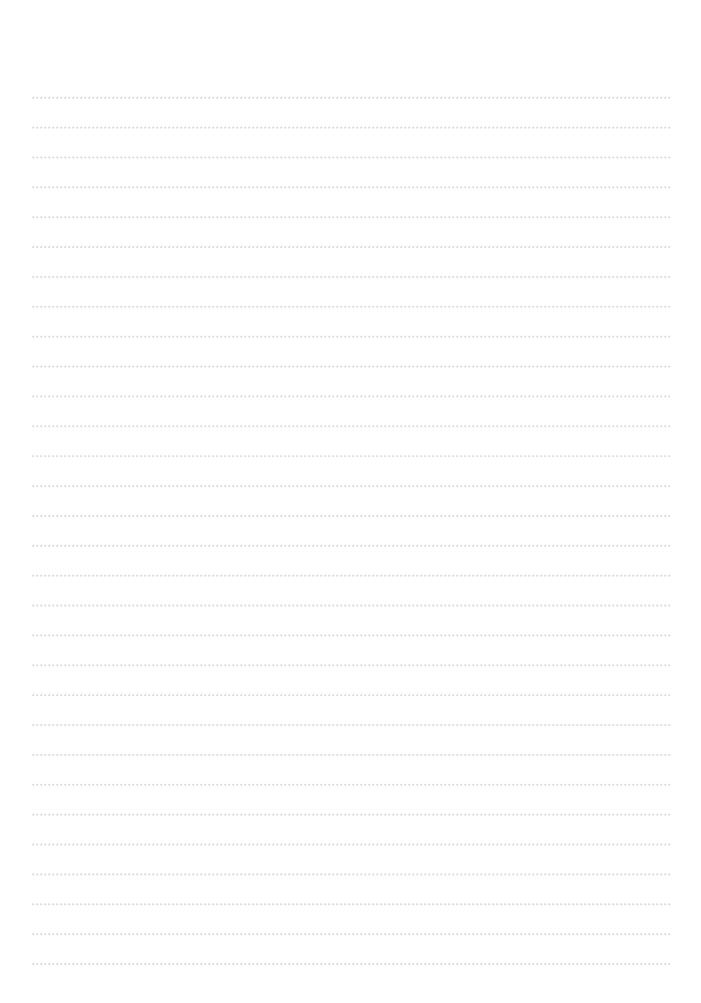


Write about one thing you can do to minimize distractions in your work environment.

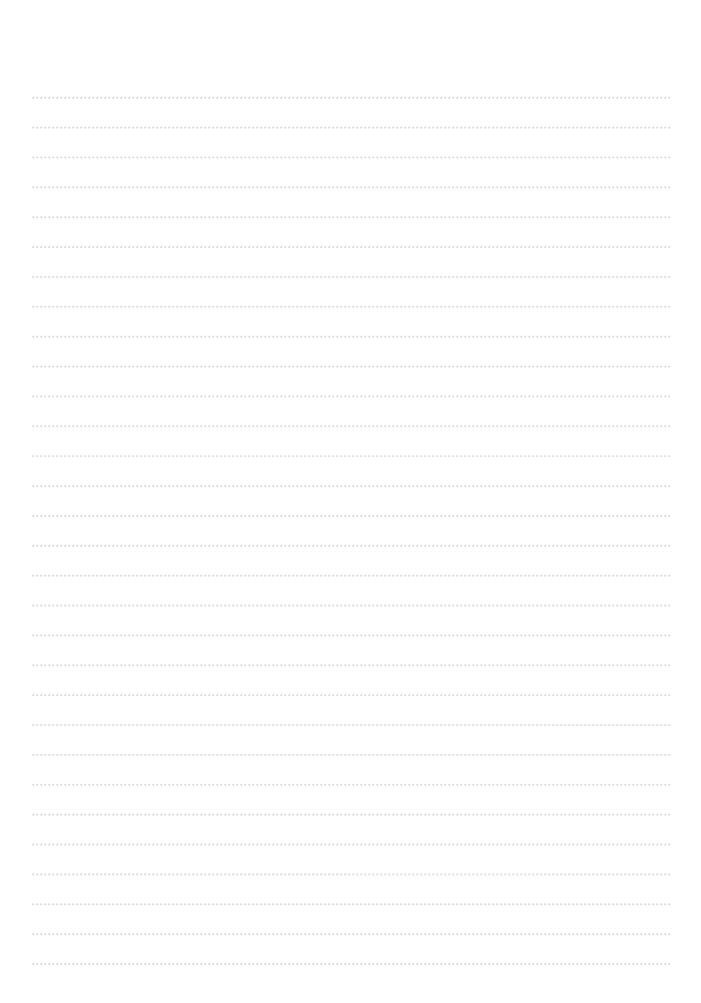
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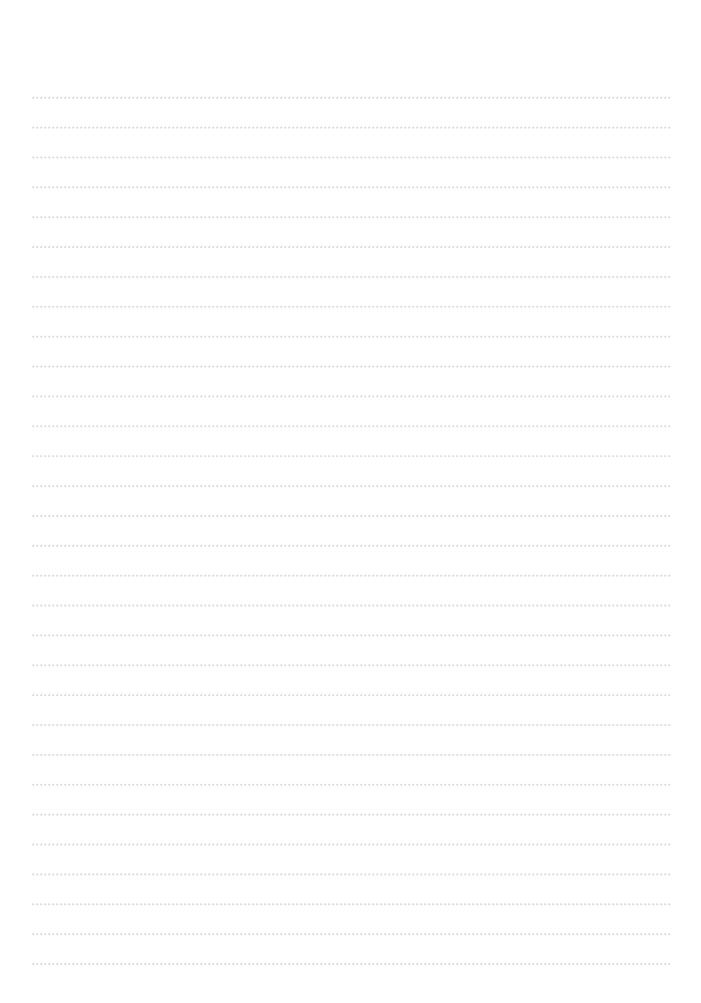
What is one goal you're working on, and how can you break it into smaller tasks?



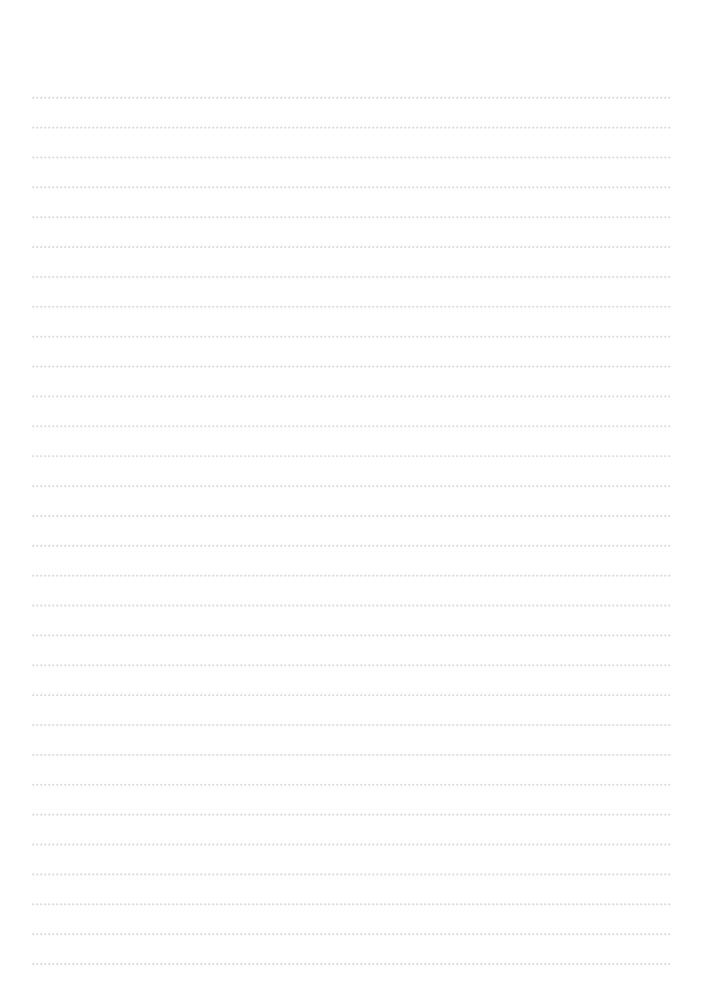
Reflect on how	your energ ability to f	npact you



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What is one tool or technique that helps you stay focused?

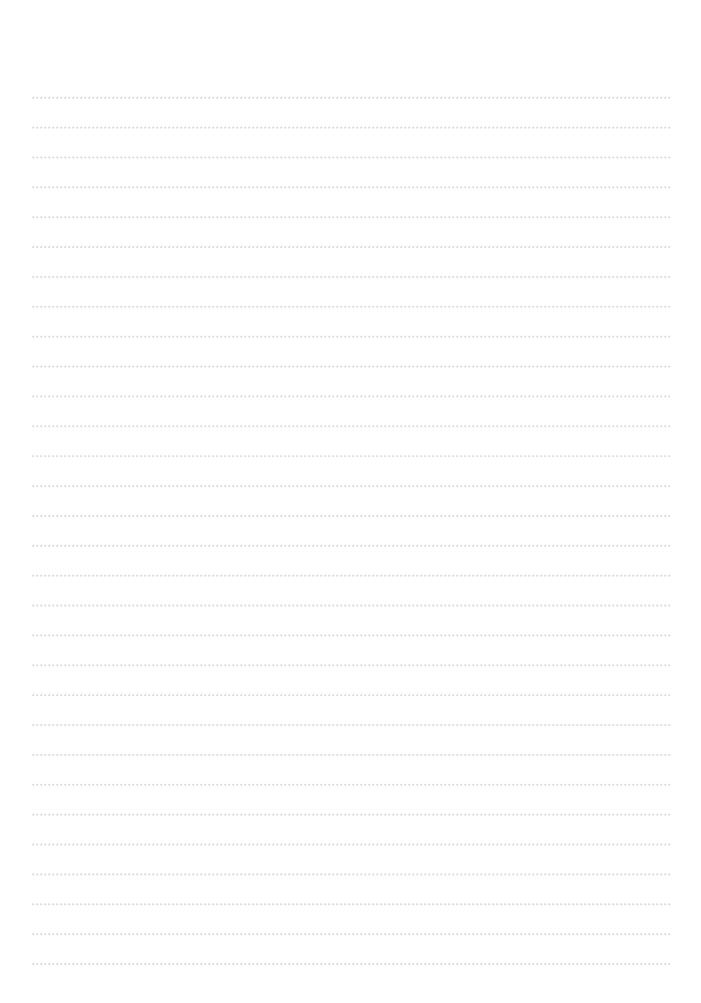


Reflect on how planning your day ahead improves your productivity.

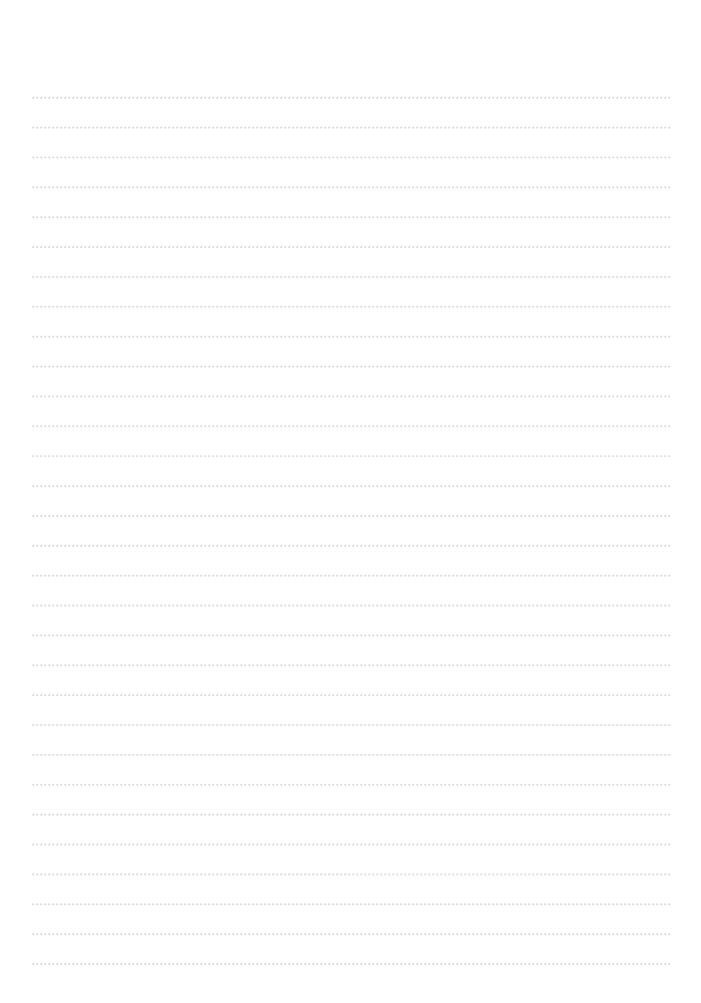


Write about a project or task that excites you and how you'll tackle it.

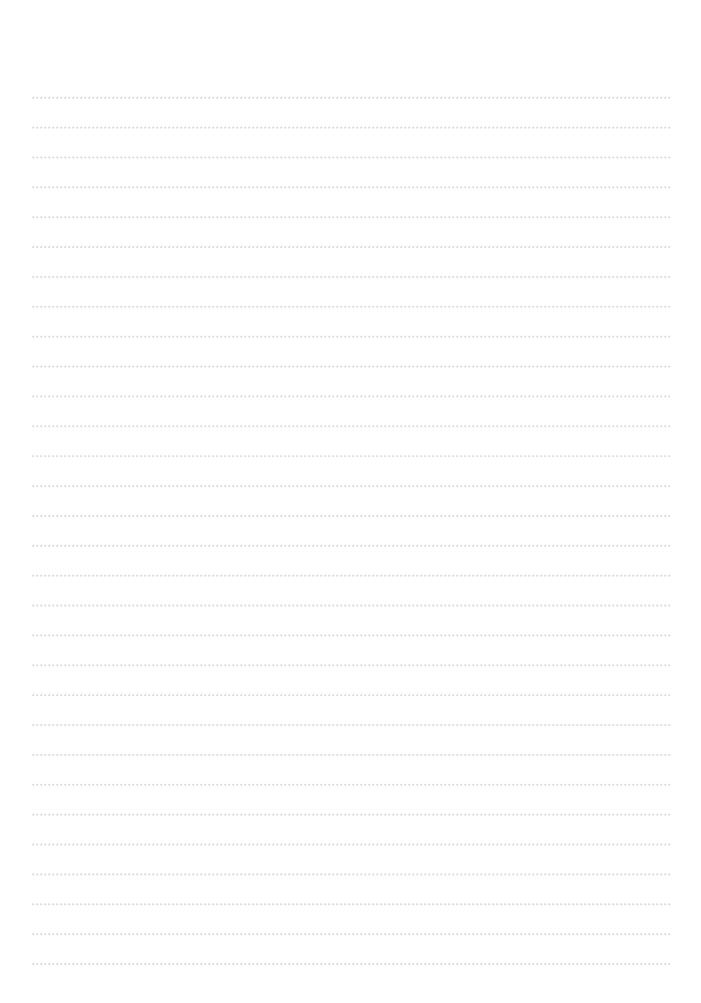
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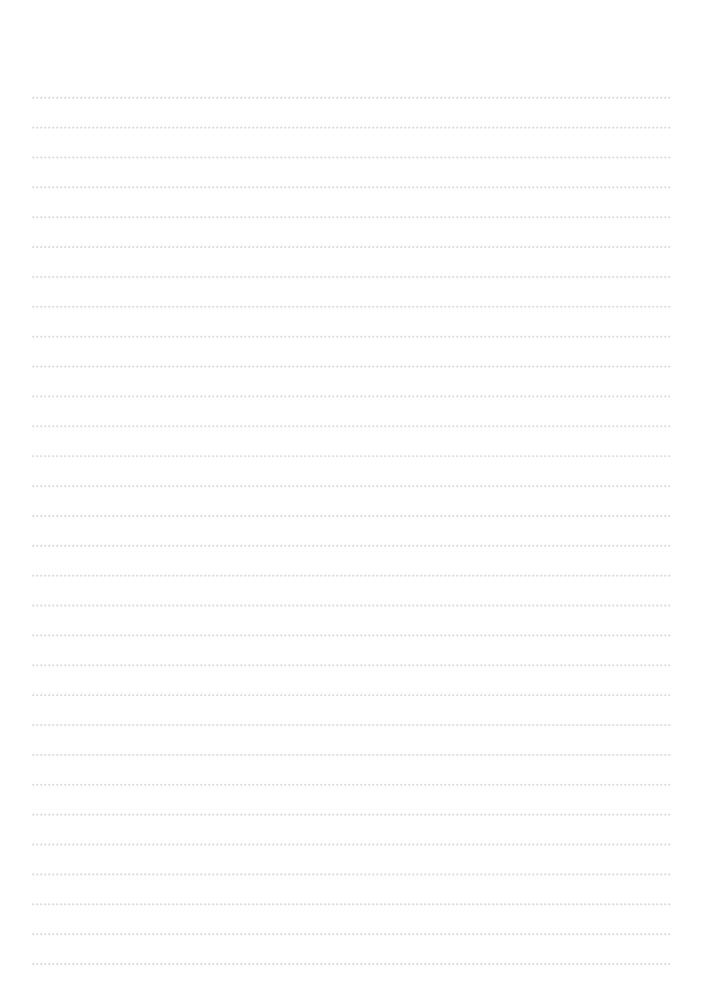
you've been procrastinating.		



Reflect on the role of breaks in maintaining your focus throughout the day.



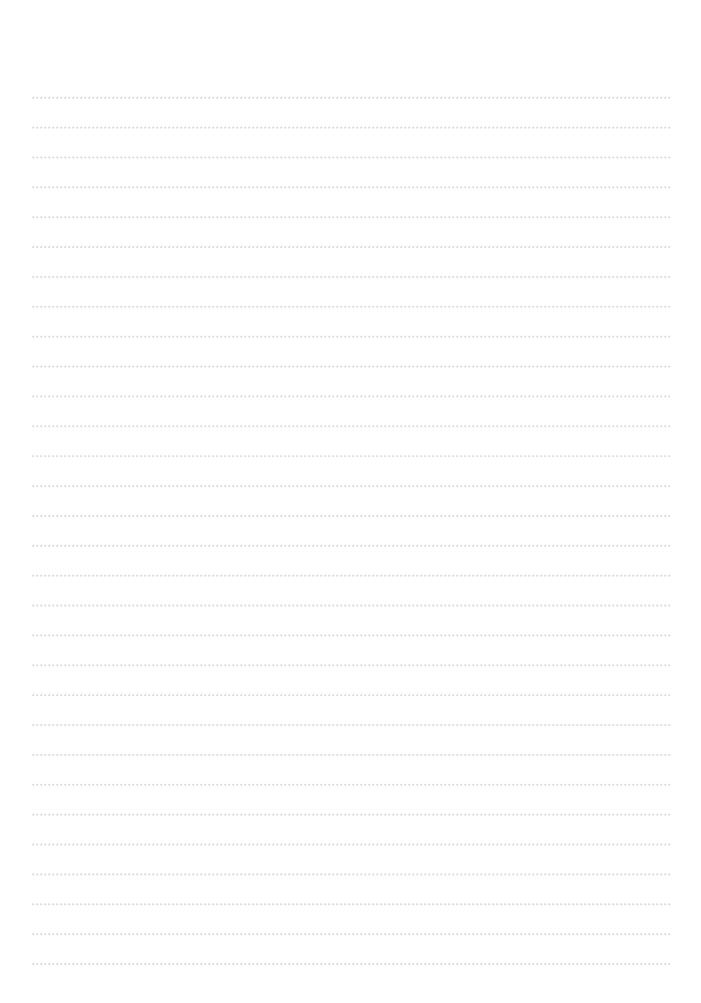
Write about a system or routine you could implement to stay organized.



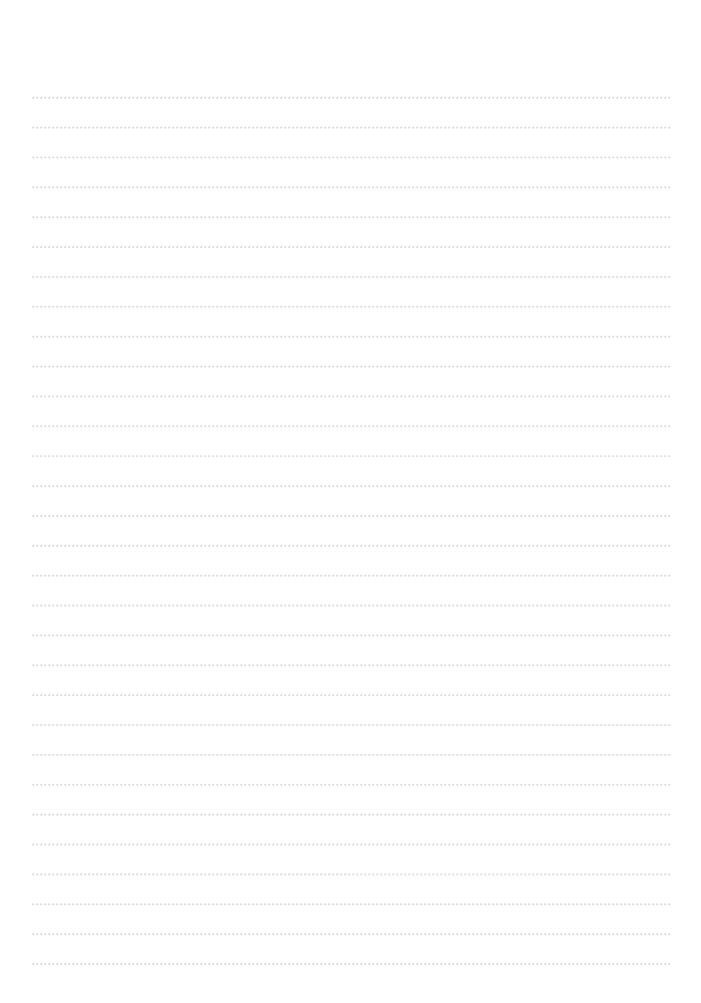
What is one way you can celebrate your progress at the end of the day?



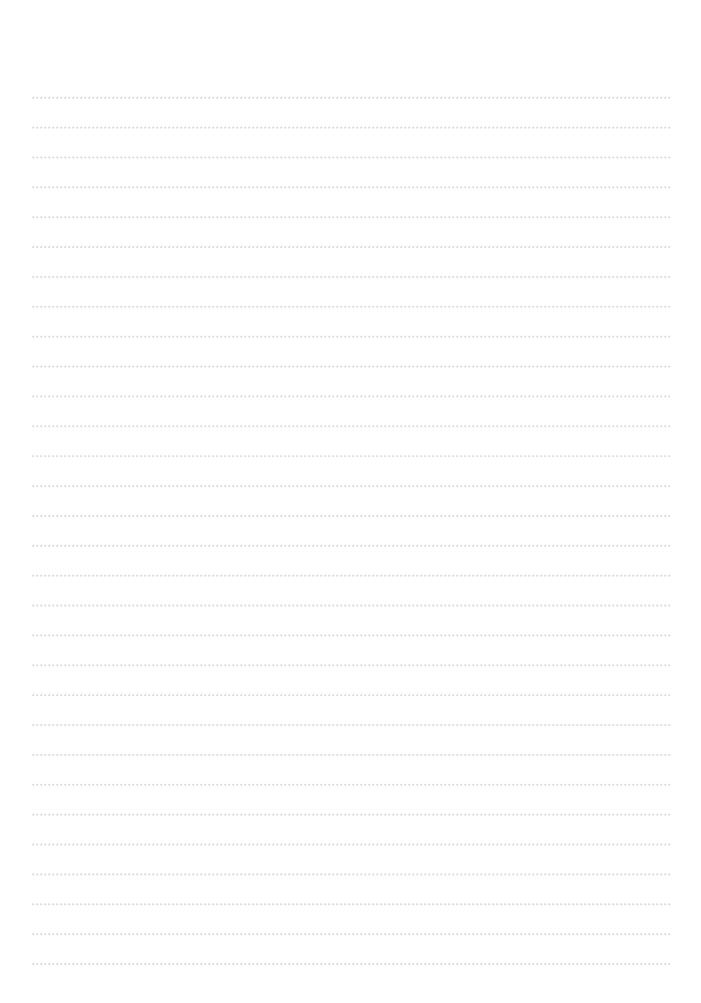
Reflect on how multitasking affects your focus and efficiency.



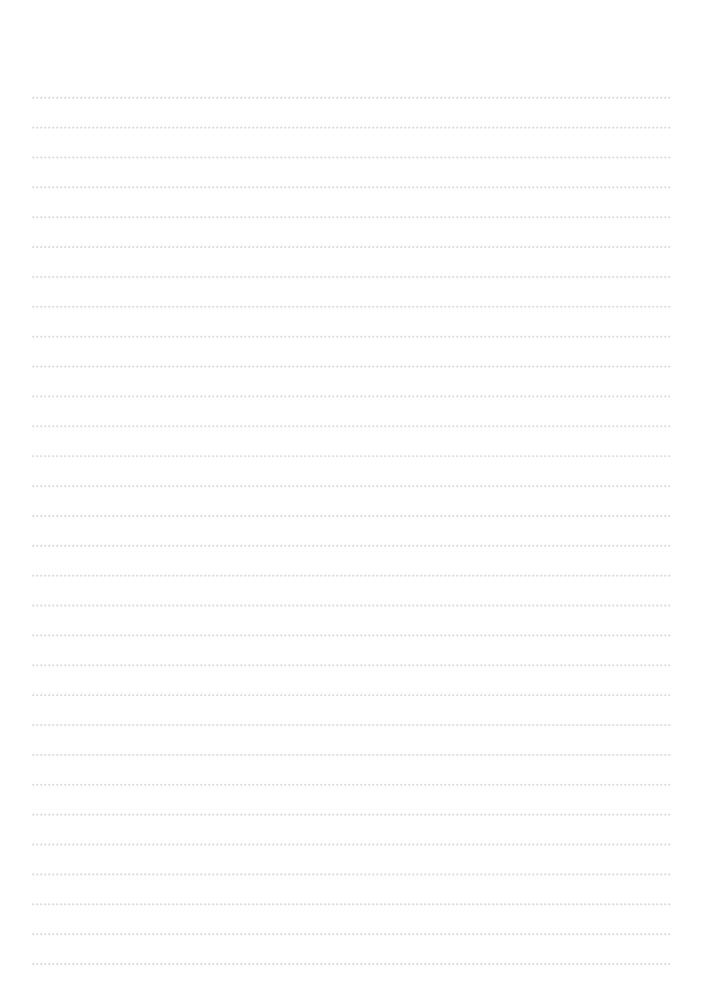
Write about three things you can do to create a more productive workday.



What is one way you can handle interruptions or unexpected changes in your day?



Reflect on how completing small wins motivates you to stay focused.

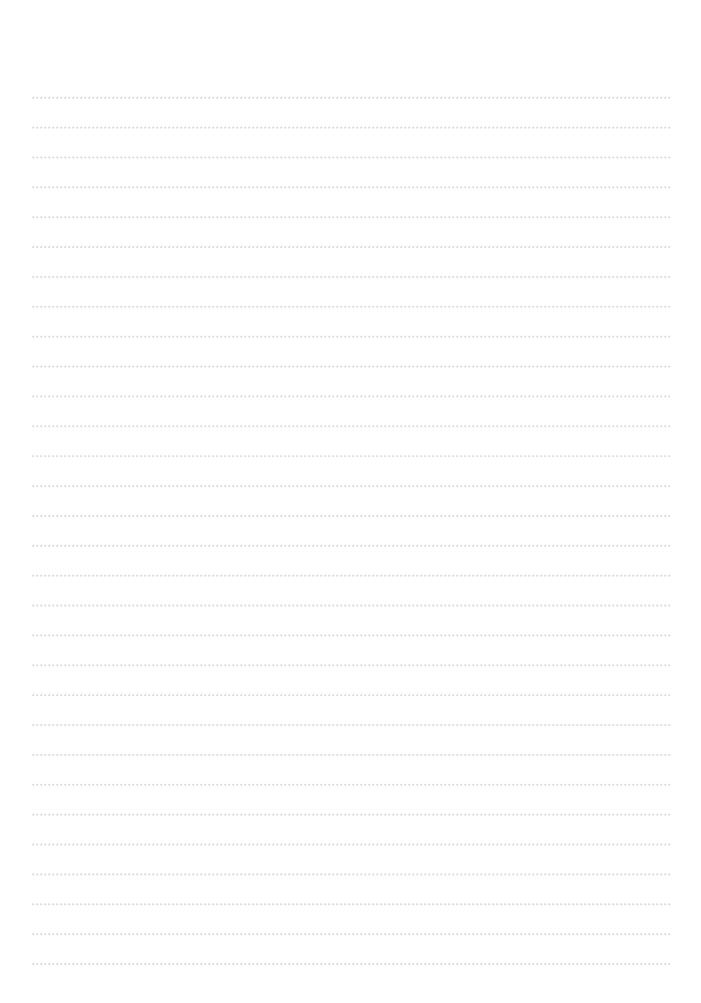


Write about a time you finished a difficult task and how it felt.

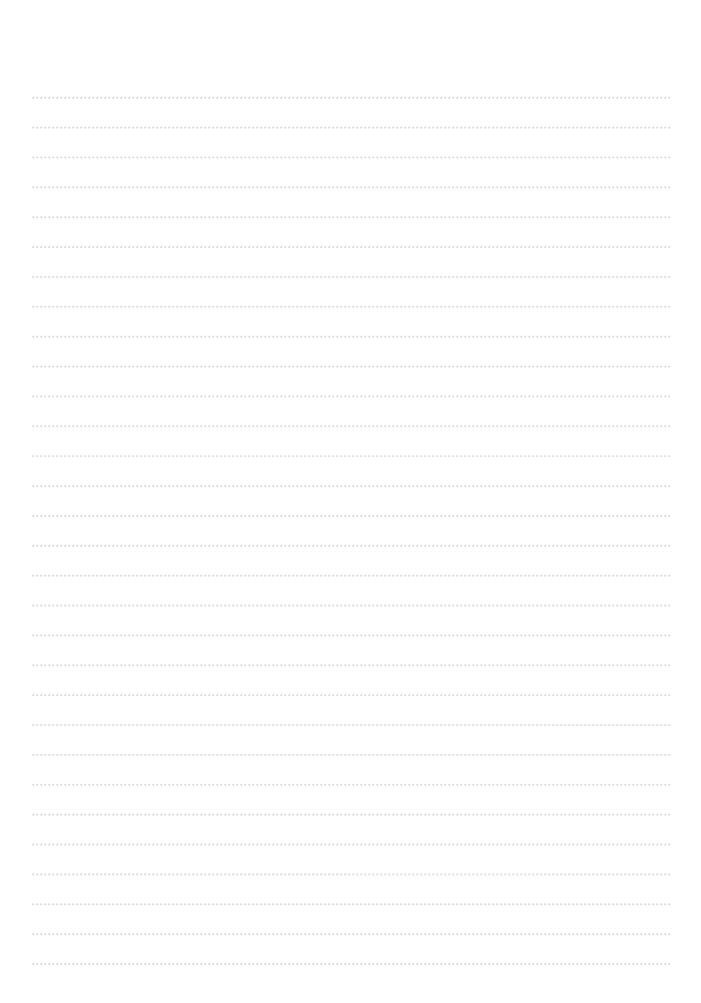
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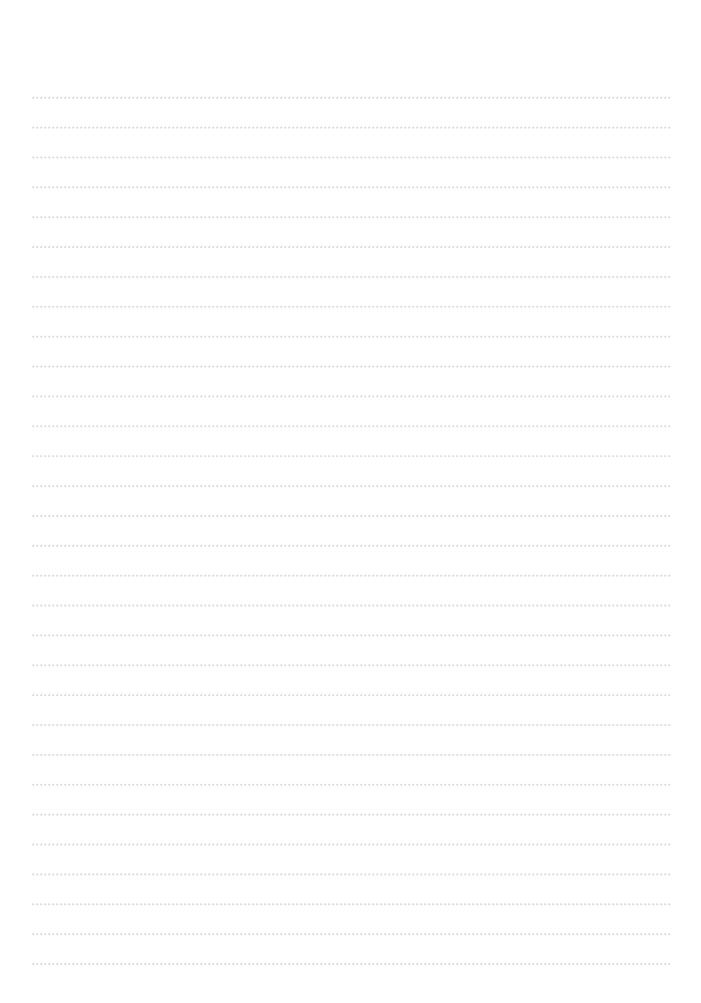
What is one way you can start your mornings to set a productive tone for the day?



	Reflect on how you identify			
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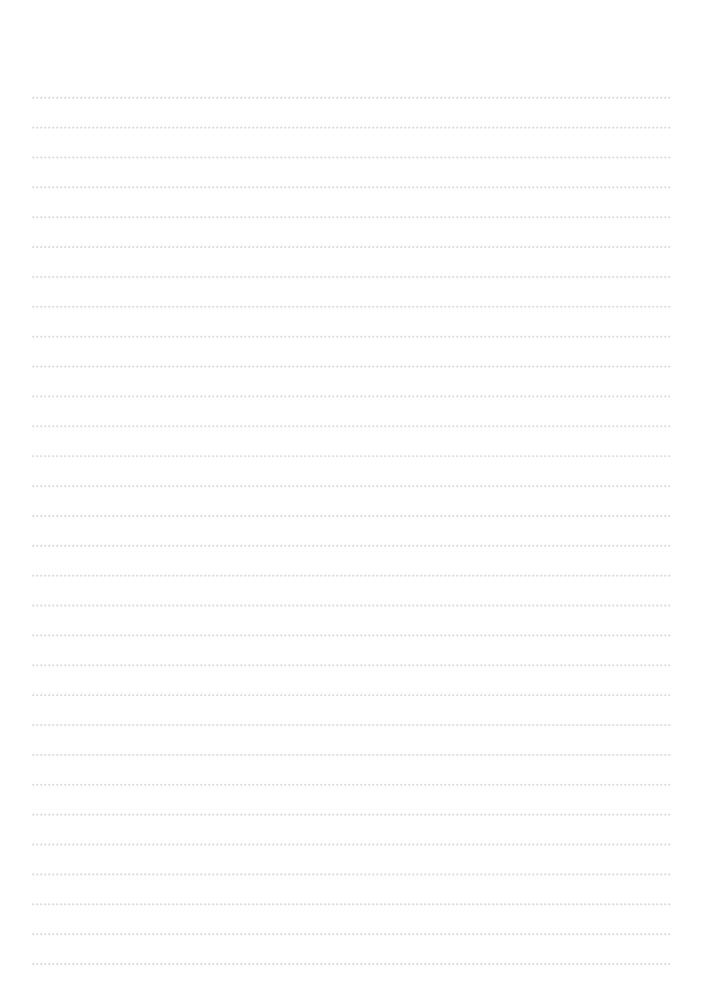


How can you declutter your workspace to improve your focus?



What is one thing you can say "no" to today to protect your time?

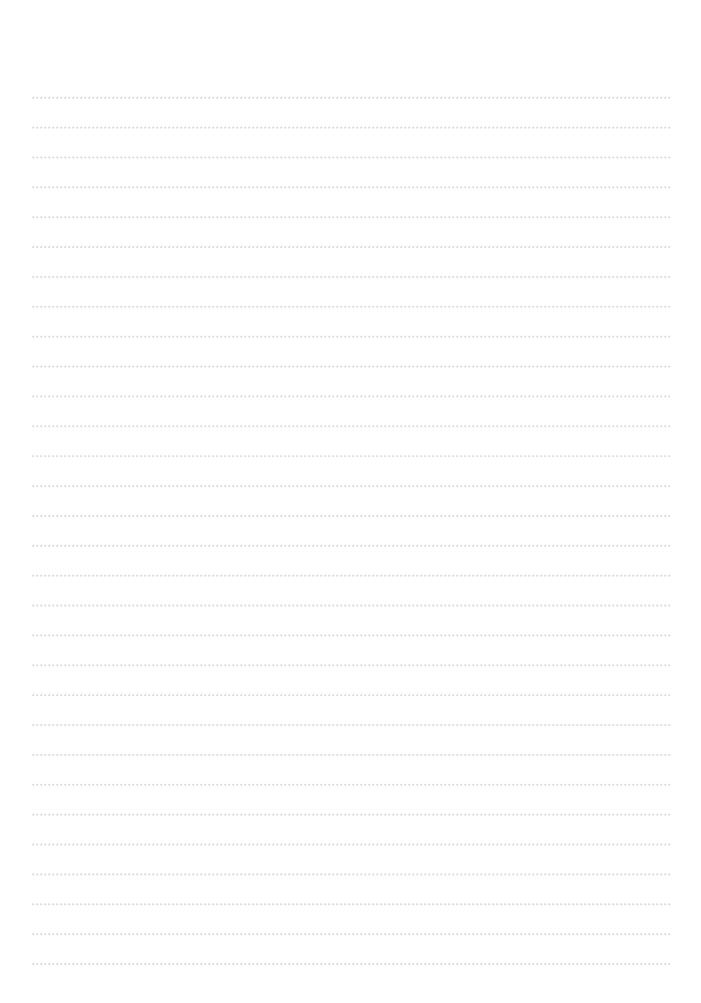
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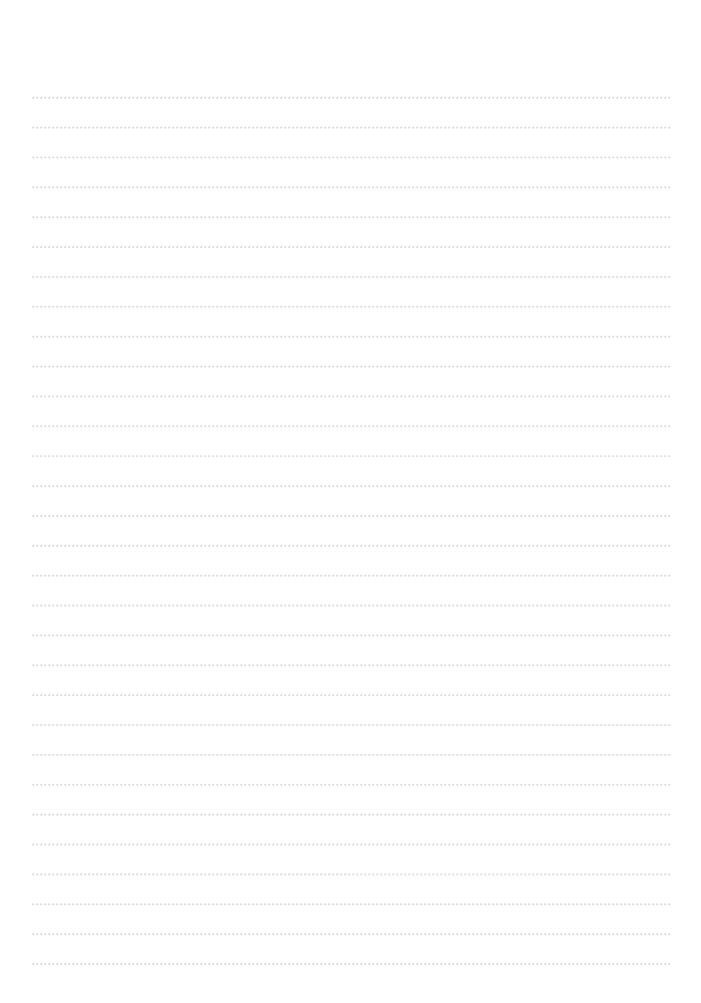
Reflect on how focusing on one task at a time improves your results.



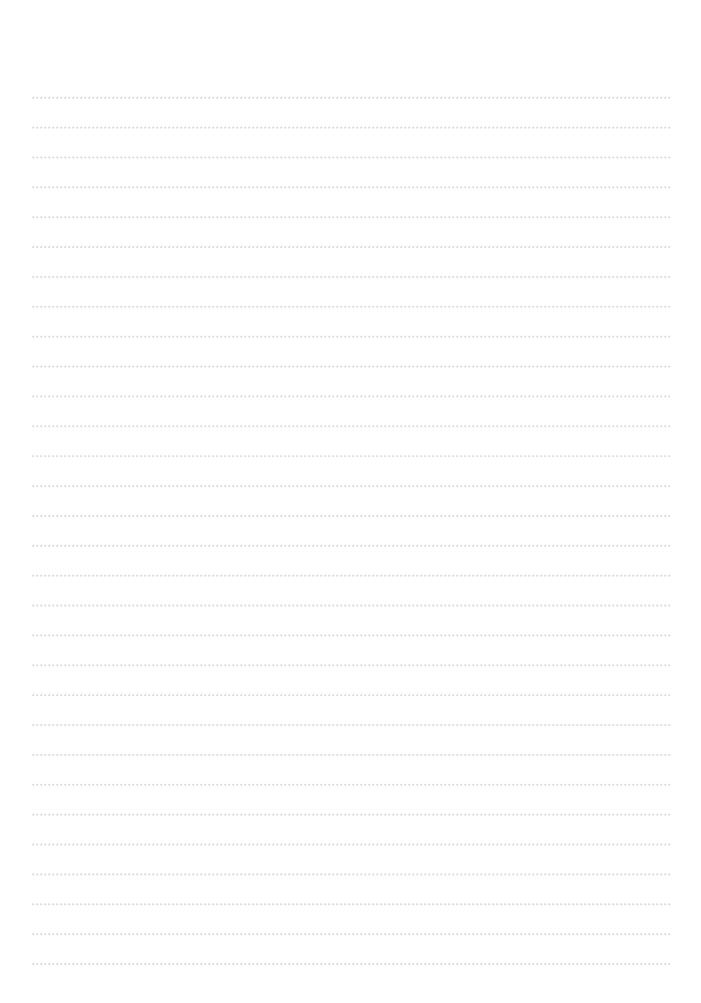
Write about a habit or ritual that supports your focus and productivity.



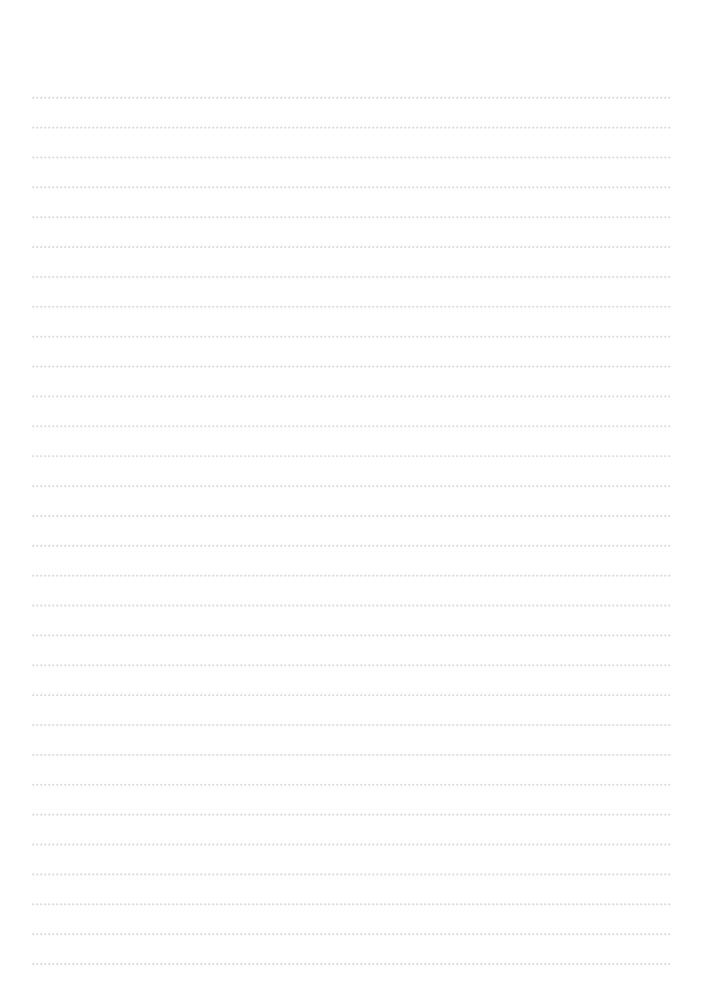
What is one strategy you can use to minimize digital distractions?



Reflect on how setting deadlines helps you stay on track.



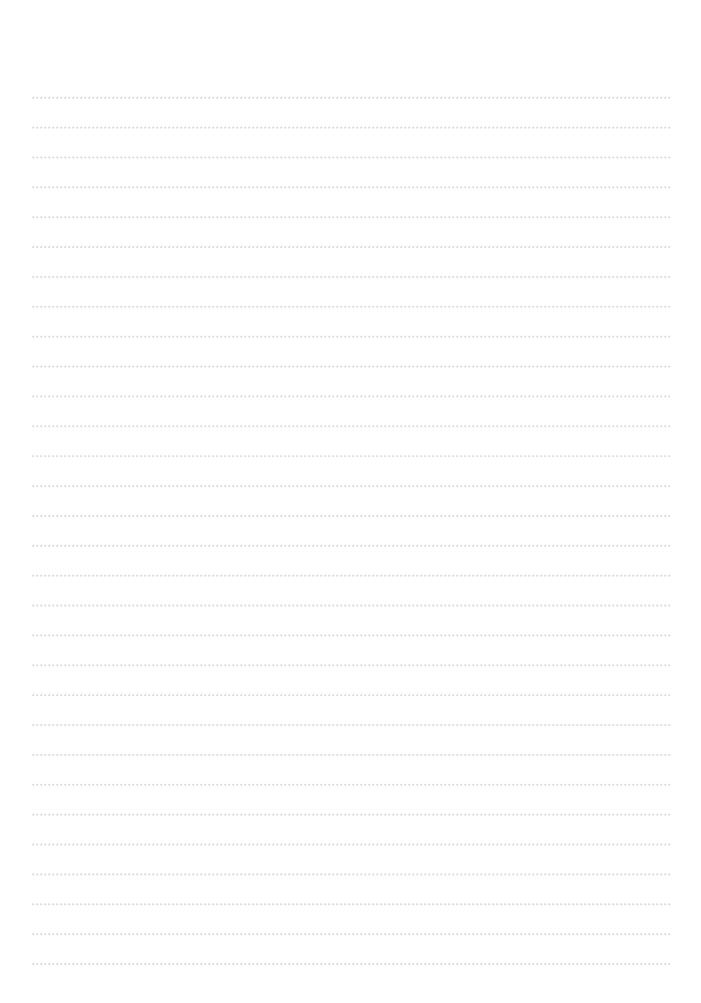
Write about how you can use your strengths to complete tasks more efficiently.



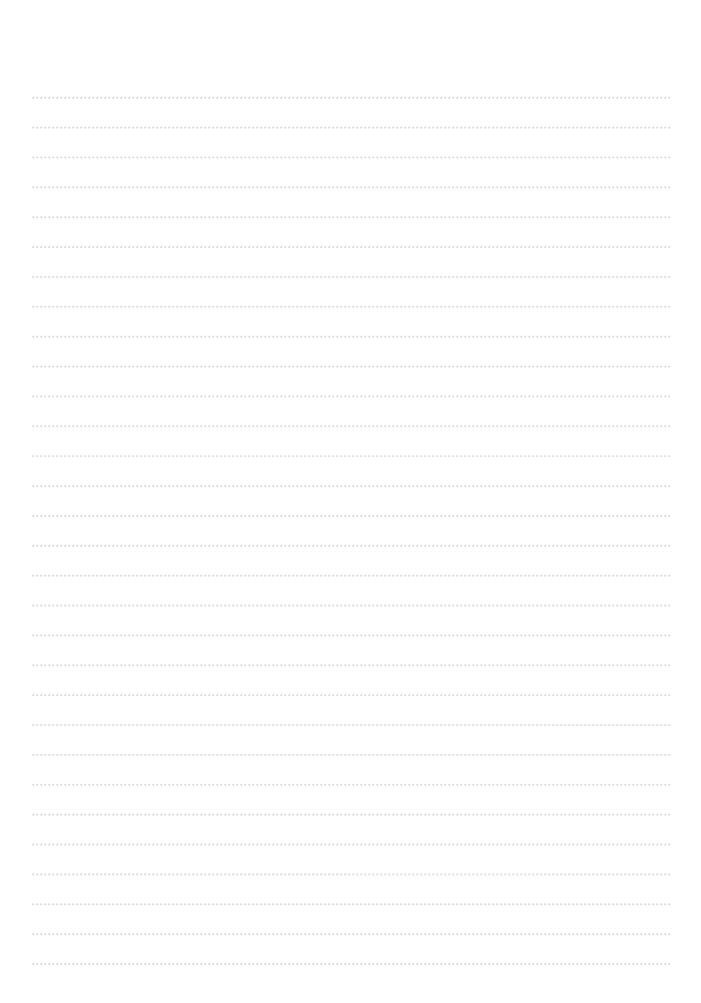
What is one way you can create a sense of urgency for your priorities?



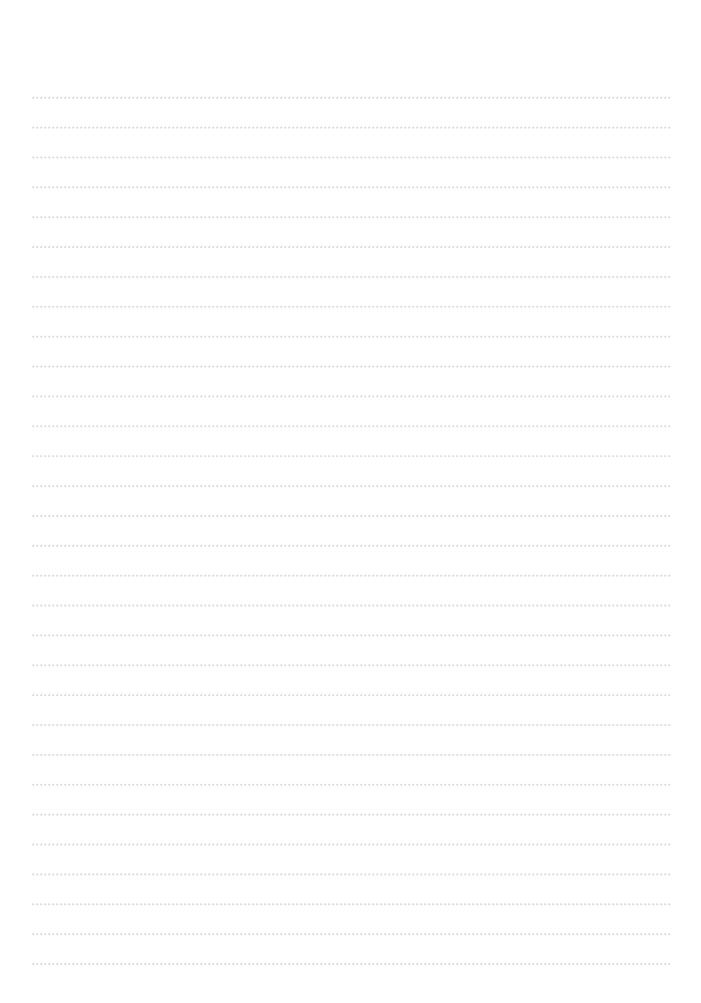
Reflect on how you feel when you complete your to-do list for the day.



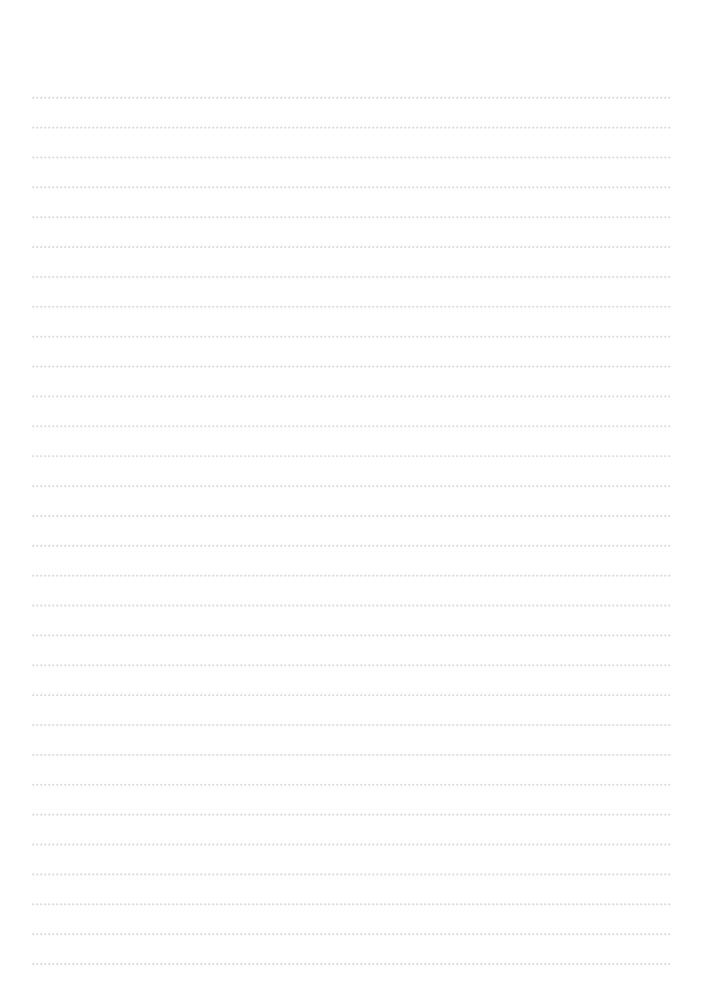
Write about how staying physically active can boost your productivity.



What is one thing you can do to prepare for tomorrow's tasks?



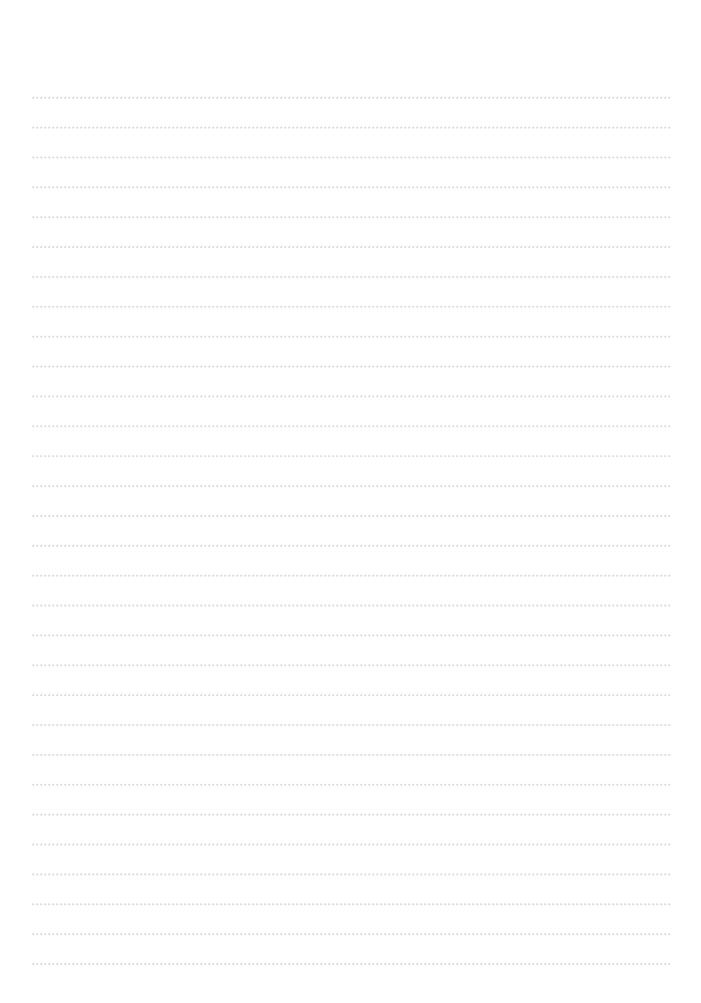
Reflect on how prioritizing your mental health impacts your focus.



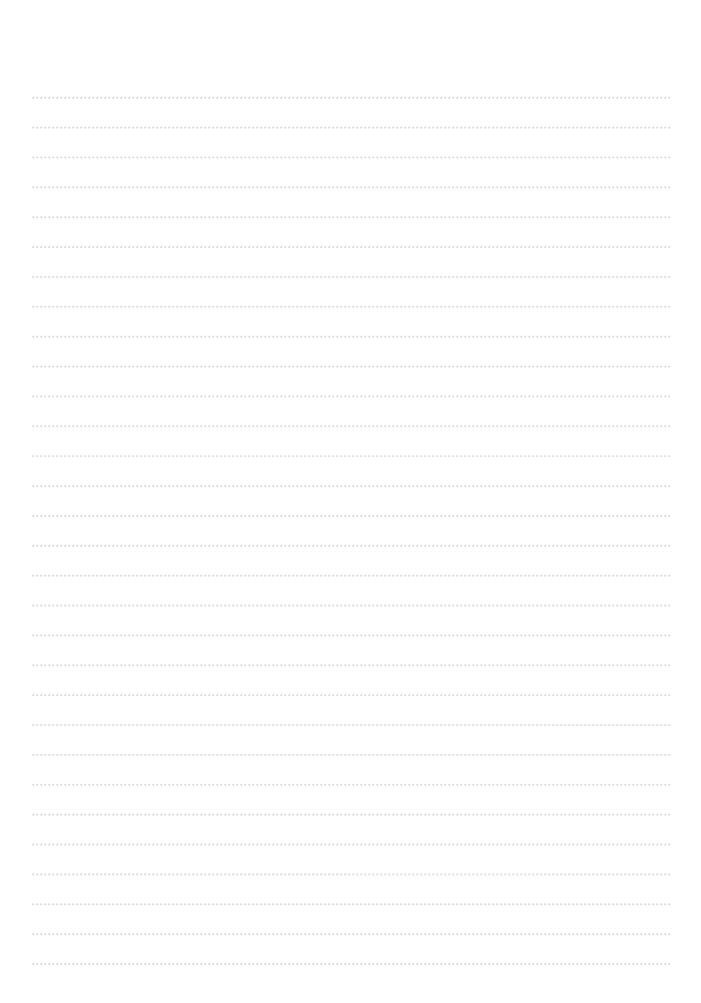
Write about how simplifying your tasks makes them feel more manageable.



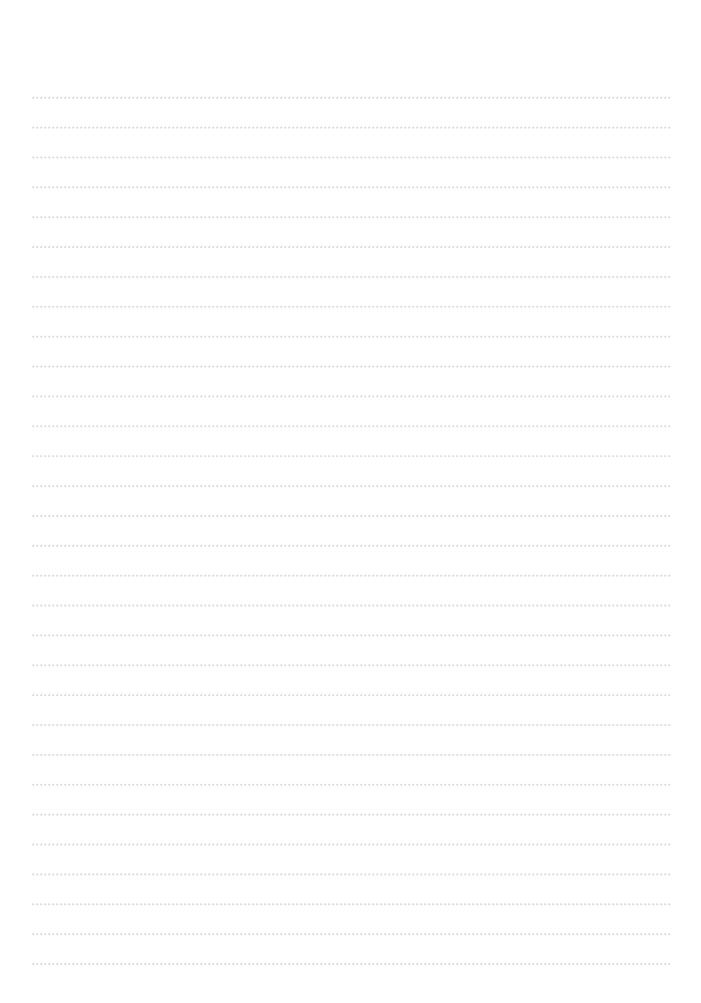
What is one way you can use visualization to stay motivated and focused?



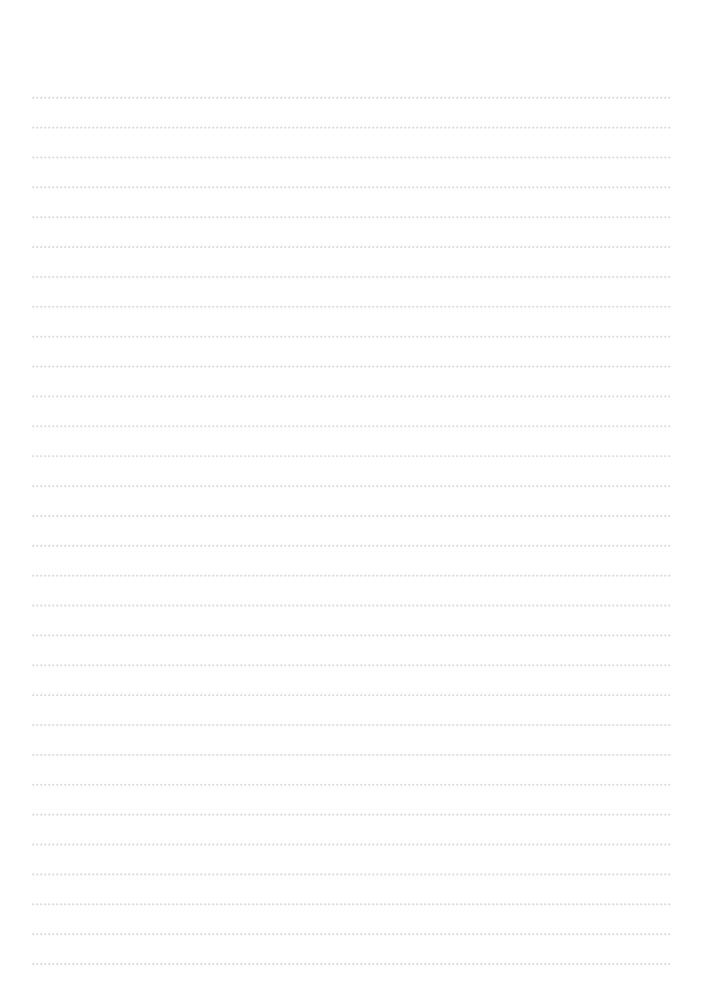
Reflect on how working in focused time blocks has helped you in the past.



Write about how setting realistic goals for the day improves your focus.



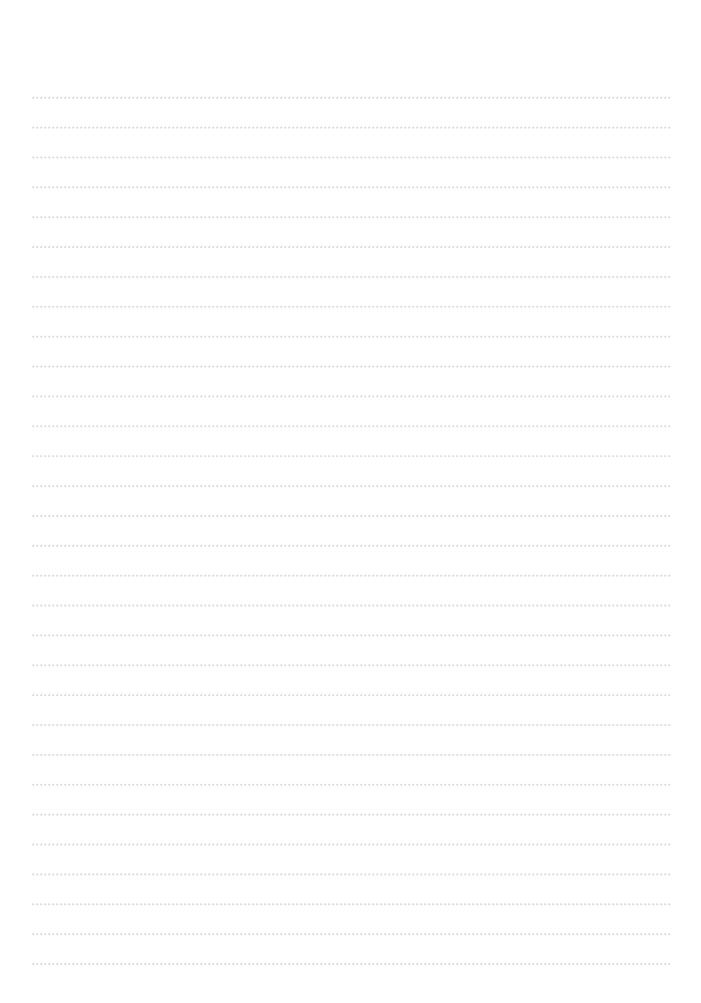
What is one way you can eliminate unnecessary tasks from your schedule?



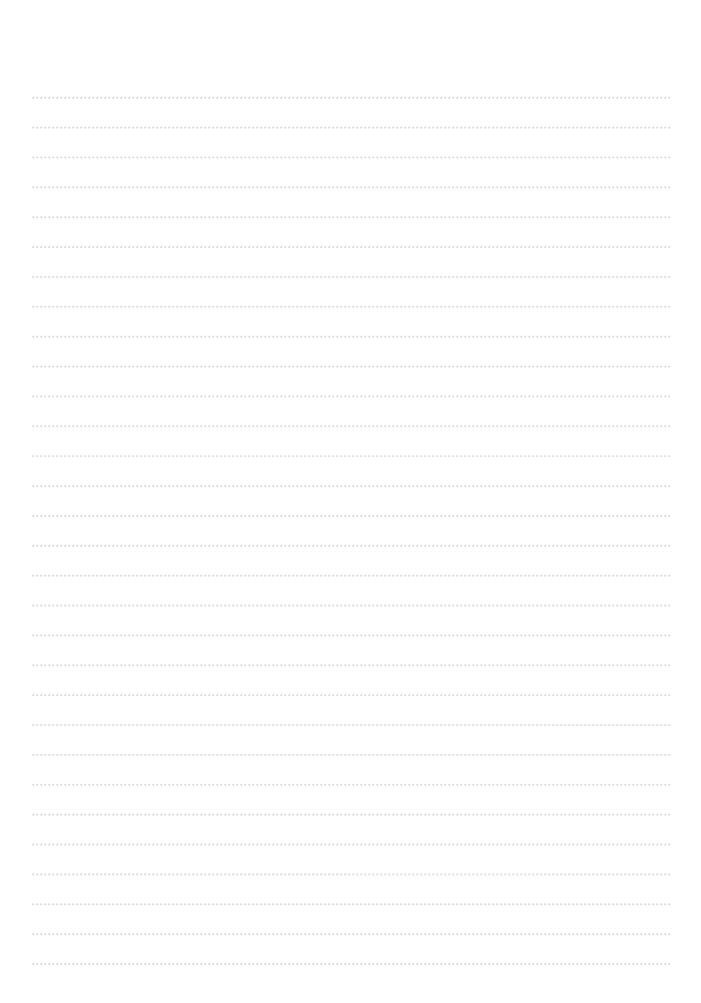
Reflect on how accountability can keep you focused on your goals.



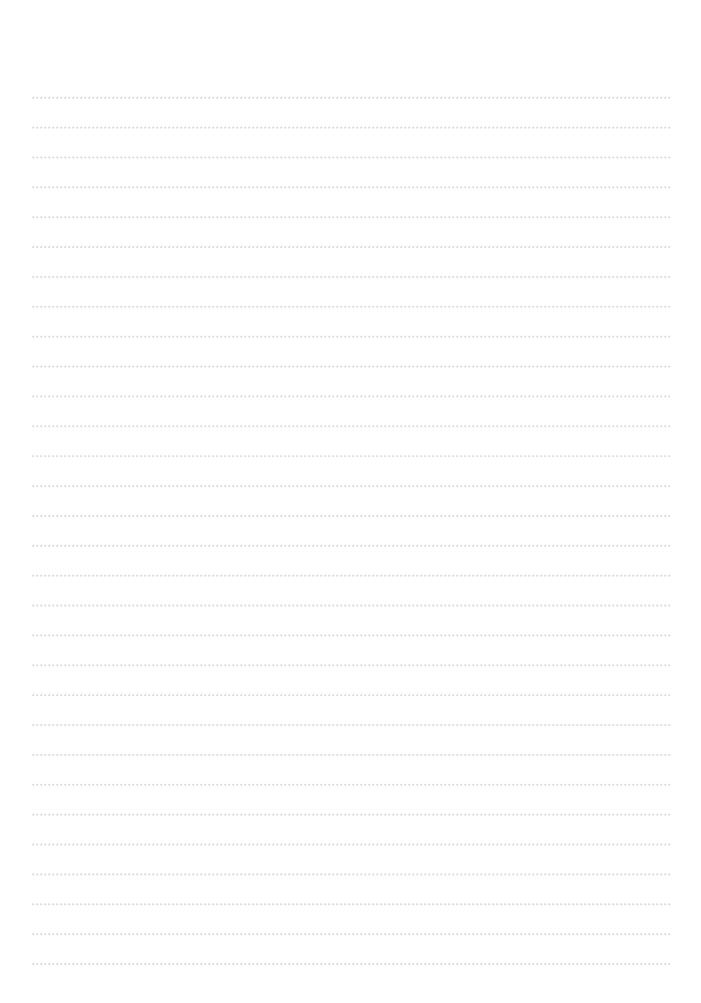
Write about a time when you stayed focused despite challenges.



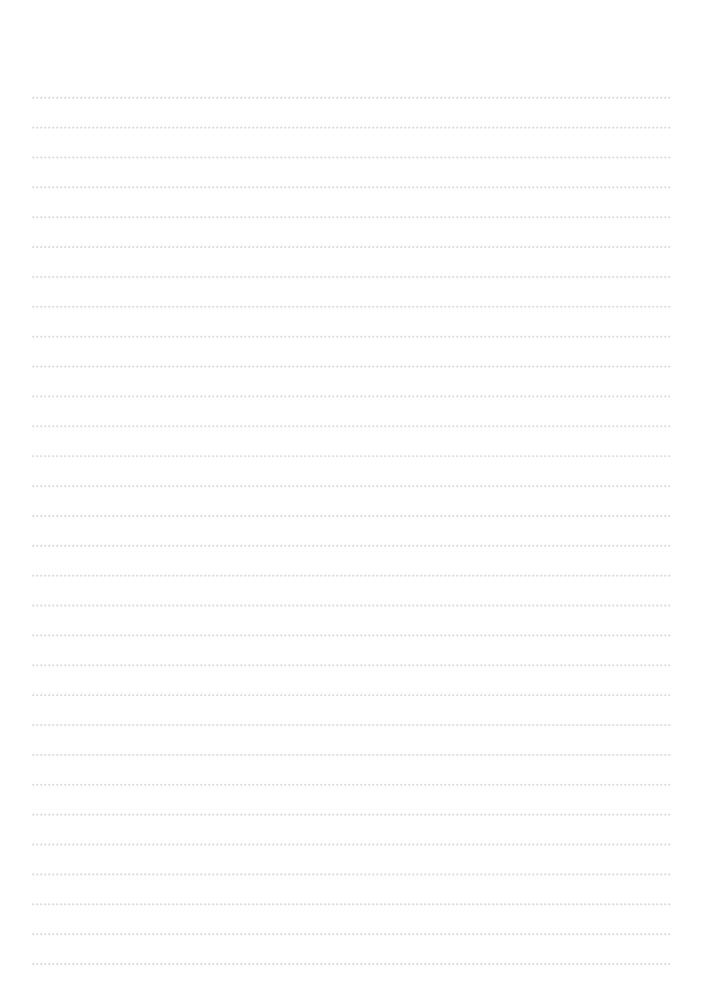
What is one thing you can do to stay consistent with your productivity habits?



Reflect on how aligning your tasks with your values helps you stay motivated.



Write about how celebrating small milestones keeps you productive.

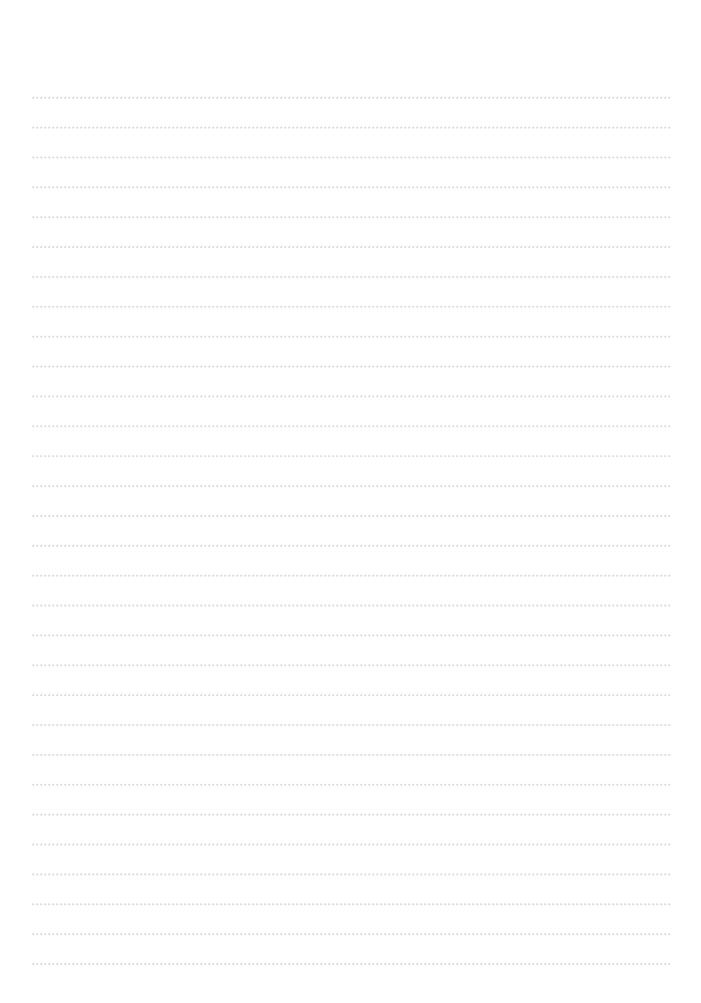


What is one way you can use technology to enhance your focus?

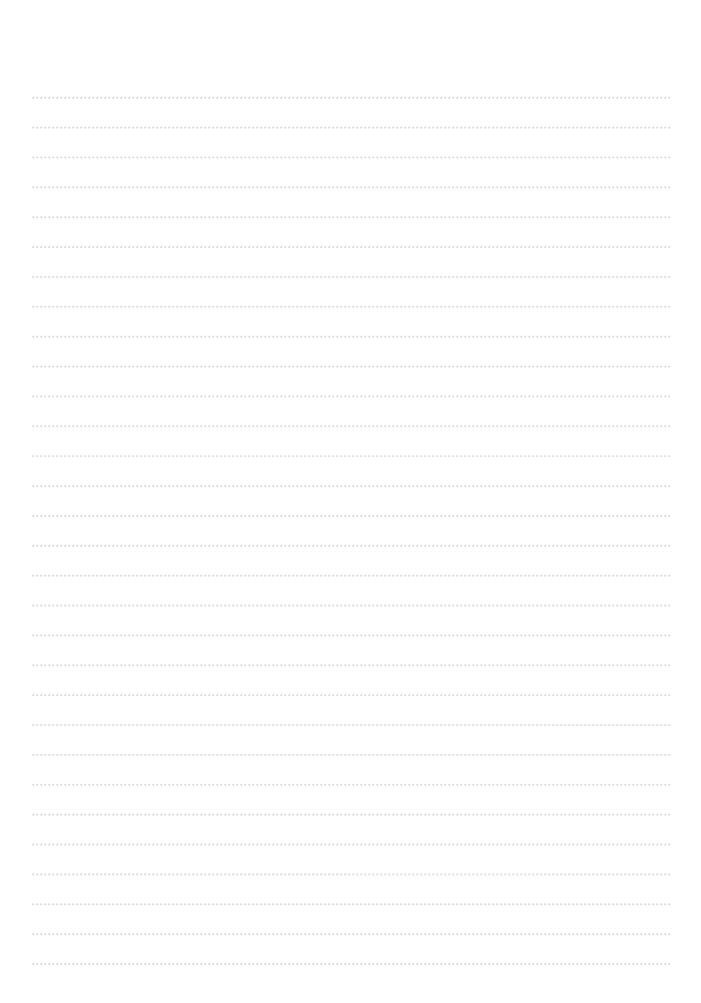
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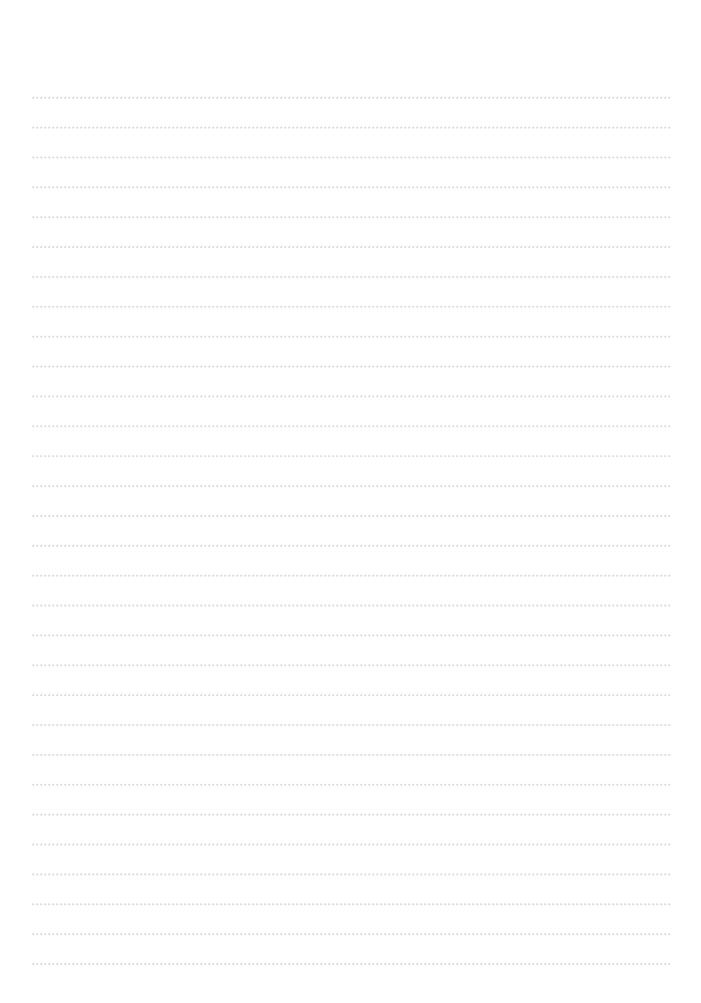
Reflect on how prioritizing the most important tasks each day impacts your success.



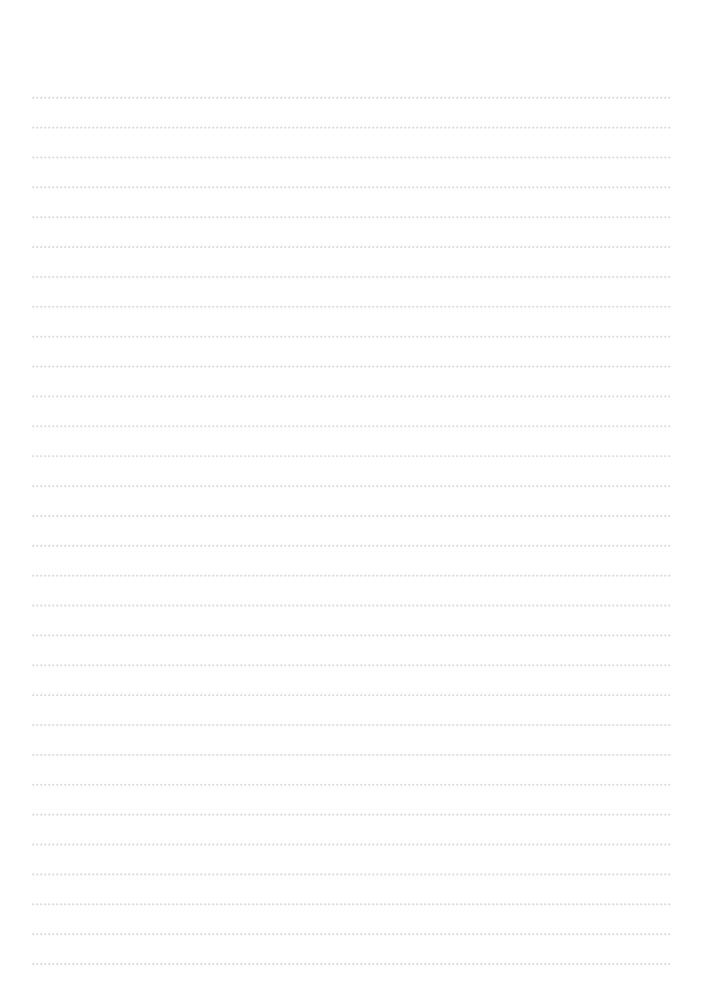
Write about a recent productivity win and what you learned from it.



What is one change you can make to your environment to improve focus?



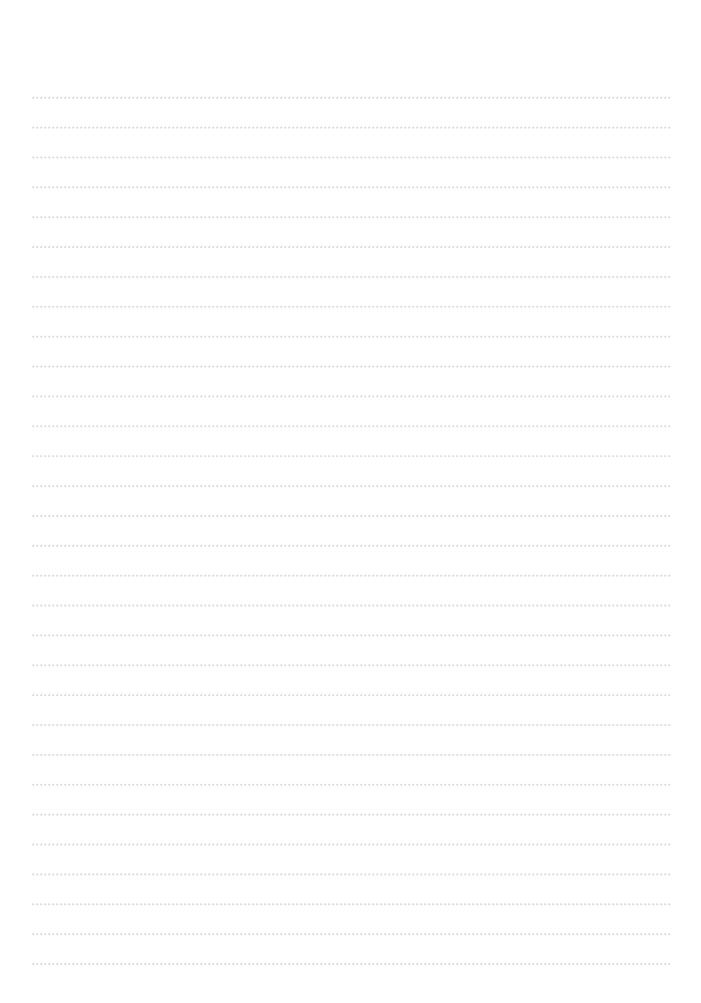
Reflect on how working smarter, not harder, can maximize your potential.



Write about how balancing work and rest improves your overall productivity.



What is one way you can reframe setbacks as opportunities to grow?



Reflect on how achieving focus today will bring you closer to your long-term goals.

