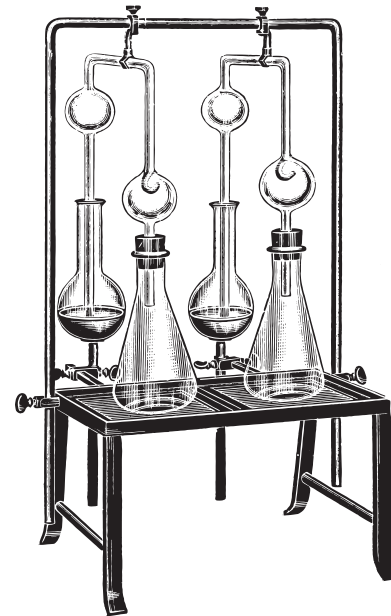


### Why the Progress Journal?

Our 21st Century lives are crazy-busy. But the more we talked to people, the more we discovered that we don't always feel like we're making progress towards the things that really matter. Our key question for ourselves and for those we work with is simply:

*Are you better off on Friday than you were on Monday?*

Sadly, most people consistently answer 'no'. We want to stop this phenomenon and help people keep working toward the things that are important to them, instead of getting caught up in day-to-day busy-ness.



**Do we have a digital journal you ask?**

No. Although writing in a journal seems so 20th Century, we purposely went analogue. Most people have electronic diaries and run their life from their smart phone. But the research on writing is pretty compelling. Physically writing improves memory retention, creativity and may help with learning.

So turn the page both figuratively and literally. Start doing the things that matter rather than the things that seem urgent.

*Start making progress.*

## Putting the Science Into Performance

At Performance Lab, we connect the science of high performance to what we do every day – and this Progress Journal is no different. We've put years into researching how we perform at our best day-in, day-out, without burning out. Apply the key principles of: Do Less, Not More, Focus Instead of Multitasking, Recover Energy to Spend Energy.

### 1. GET FOCUSED

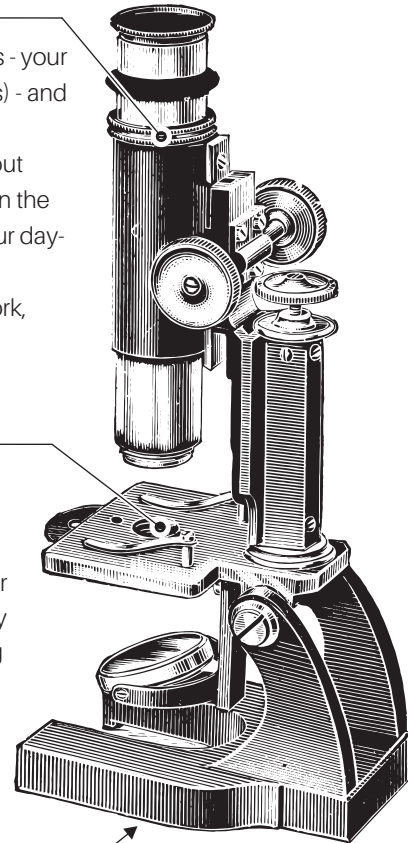
It's the big things that matter. Building your MIT's - your Most Important Things (these are like your goals) - and Key Behaviours are crucial to choosing the right direction on a daily basis. When you're clear about what's most important, you'll spend more time on the big things and less time on the small things (your day-to-day to-do's can go in the notes section). But balance is key. Work on each Critical Area of Work, Home and Relationships and Self.

### 2. GET PLANNING

Revisit your MIT's every month to keep you focussed and motivated. Get clear about what needs to get done in the month. Plan your week with actionable items so you're aligned with your Monthly Plan. Track your Key Behaviours so they become habits. The Daily Plan is critical to being productive every day. You might have guessed that this should align with your Weekly Plan. Make sure you plan your day with the calendar.

### 3. GET BETTER

A sense of achievement and progress is missing from most people's daily lives. So there are ample opportunities for you to check if you are moving closer to your goals. Give yourself a pat on the back or a slap in the face. But stay focussed and be thankful. The simple act of gratitude can lift your spirits and change your day.



### MIT's:

Your Most Important Things. Go through the process of deciding what's most important to achieve in each Critical Area. If you don't know this, you'll get caught up in the minutiae.

### Key Behaviours:

The habits you build to help achieve your MIT's. These should be small but critical things you can do on a daily or weekly basis that ensure you are making progress.

### Recharge:

An activity that helps you disconnect physically and mentally from stress. 10 to 20 minutes is a good amount of time to deliberately recharge.

### Work:

The first Critical Area. Self-explanatory.

### Home and Relationships:

Another Critical Area. This affects all parts of our lives and well-being. It's important to understand your MIT's and Key Behaviours in this Area. It is often neglected.

### Self:

The final Critical Area. Our physical, mental and emotional well-being. Also includes personal goals and self-improvement.

### Gratitude:

Being deliberately grateful has been shown to improve wellbeing, general health and positive emotions. Write down one thing you are grateful for every day

For more about the journal visit  
[www.progressjournal.com.au](http://www.progressjournal.com.au)

# MONTHLY PLAN

MY MIT'S\* TO FOCUS ON

J F M A M J J A S O N D

WORK

MIT 1

Key Behaviour  x week

MIT 2

Key Behaviour  x week

These are currently on track  off track

HOME & RELATIONSHIPS

MIT 1

Key Behaviour  x week

MIT 2

Key Behaviour  x week

These are currently on track  off track

SELF

MIT 1

Key Behaviour  x week

MIT 2

Key Behaviour  x week

These are currently on track  off track

\*Most Important Things

# MONTHLY PLAN

MY MIT'S\* TO FOCUS ON

These things need to be a priority in the next four weeks:

- 1
- 2
- 3
- 4

Project Milestones – By the end of these four weeks:

- 1
- 2
- 3
- 4

Notes & Reflections

+	+	+	+	+	+	+	+
+	+	+	+	+	+	+	+
+	+	+	+	+	+	+	+

# 1ST WEEK

WEEK STARTING / /

FOCUS

This week I will focus on:

1   Which MIT does this affect?

2   Which MIT does this affect?

3   Which MIT does this affect?

My key behaviours:

AIM	M	T	W	Th	F	S	Su	TOTAL
-----	---	---	---	----	---	---	----	-------

1

2

1

2

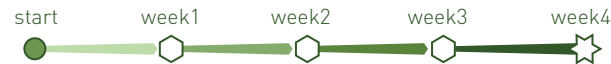
1

2

WORK

HOME & RELATIONSHIPS

SELF



# WEEK 1

I will do these things if I have time

1

2

3

Project Milestones – End of week:

1

2

### Notes & Reflections

+	+	+	+	+	+	+	+
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+	+	+	+	+	+	+	+

# MONDAY

/ /

# MONDAY

### Today I will:

#### BIG IMPACT WORK TASK

1

2

3

To positively impact **Home & Relationships** I will:

•

To positively impact **Self** I will:

•

I will do this to **recharge**:

•

Am I happy with what I achieved today?

### Tomorrow I need to:

1

2

3

Today I am grateful for:

### Day planner

6 am

7

8

9

10

11

12 noon

1

2

3

4

5

6

7 pm

### Notes & Ideas

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+ + + +

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# TUESDAY / /

# TUESDAY

### Today I will:

#### BIG IMPACT WORK TASK

1

2

3

To positively impact **Home & Relationships** I will:

•

To positively impact **Self** I will:

•

I will do this to **recharge**:

•

Am I happy with what I achieved today?

### Tomorrow I need to:

1

2

3

Today I am grateful for:

### Day planner

6 am

7

8

9

10

11

12 noon

1

2

3

4

5

6

7 pm

### Notes & Ideas

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# WEDNESDAY / /

# WEDNESDAY

## Today I will:

### BIG IMPACT WORK TASK

1

2

3

To positively impact **Home & Relationships** I will:

•

To positively impact **Self** I will:

•

I will do this to recharge:

•

Today I am grateful for:

**Mid Week Review:** Check your weekly plan, are you...

On track?  Off track?  Unsure?

What needs more attention this week?

Tomorrow I need to:

## Day planner

6 am

7

8

9

10

11

12 noon

1

2

3

4

5

6

7 pm

## Notes & Ideas

+ + + +

+ + + +

+ + + +

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# THURSDAY / /

# THURSDAY

### Today I will:

#### BIG IMPACT WORK TASK

1

2

3

To positively impact **Home & Relationships** I will:

•

To positively impact **Self** I will:

•

I will do this to **recharge**:

•

Am I happy with what I achieved today?

### Tomorrow I need to:

1

2

3

Today I am grateful for:

### Day planner

6 am

7

8

9

10

11

12 noon

1

2

3

4

5

6

7 pm

### Notes & Ideas

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# FRIDAY

/ /

# FRIDAY

## Today I will:

### BIG IMPACT WORK TASK

1

2

3

To positively impact **Home & Relationships** I will:

To positively impact **Self** I will:

I will do this to **recharge**:

## Today I am grateful for:

### WEEKLY REVIEW: CHECK YOUR WEEKLY PLAN

Do I feel like I made progress this week?

Is there anything that got in the way of making progress?

What will I do differently next week?

## Day planner

6 am

7

8

9

10

11

12 noon

1

2

3

4

5

6

7 pm

## Notes & Ideas

+ + + +

+ + + +

+ + + +

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### Efficiency review:

Is there anything that I can:

Eradicate?

Automate?

Delegate?