

Daily To-do List  
with Self-care Prompts

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HEY SLOW ENTREPRENEUR,

I'm the kind of person who heads into my workday by making a quick to-do list, then dives right in to each task. Though I might notice warning signs of shallow breathing, pain or tension in my body, or negative feelings that arise as a result of someone or something, I don't really stop to address my body's pings.

The result is often chronic pain in parts of my body, and absolute exhaustion by the end of each day. But I'd rather work stress-free and end each workday mentally energized by what I've been able to accomplish. In order to help me make that shift, I created this enhanced to-do list that incorporates self-care prompts to help hard-working entrepreneurs, like you and me, achieve our goals while being kind to our bodies. - *Sarah*

# Daily To-do List with Self-care Prompts

DATE: / /

TODAY, I WOULD LIKE TO ACCOMPLISH:	THIS TASK FEELS (CIRCLE ONE):		
	Light	Medium	Heavy
	Light	Medium	Heavy
	Light	Medium	Heavy
	Light	Medium	Heavy
	Light	Medium	Heavy
	Light	Medium	Heavy
	Light	Medium	Heavy
	Light	Medium	Heavy
	Light	Medium	Heavy
	Light	Medium	Heavy
	Light	Medium	Heavy
	Light	Medium	Heavy
	Light	Medium	Heavy
	Light	Medium	Heavy
<p>FOR TASKS MARKED HEAVY, WHAT CAN I DO TO MAKE THEM FEEL LIGHTER?</p>			
<p>WHAT AM I DOING TODAY TO INVEST IN PHYSICAL, MENTAL, AND/OR EMOTIONAL WELL-BEING?</p>	<p>ARE THERE BOUNDARIES I NEED TO SET-UP THAT WILL ENABLE ME TO FOCUS ON MY WORK?</p>	<p>ARE THERE BOUNDARIES I NEED TO SET-UP SO THAT WORK DOESN'T INTERFERE WITH PERSONAL LIFE?</p>	
<p>HOW DO I WANT TO FEEL AT THE END OF THE DAY?</p>			

# Daily To-do List with Self-care Prompts

DATE: / /

CREATE A TO-DON'T LIST. WHAT ARE SOME THINGS I SHOULD AVOID IN ORDER TO BE PRODUCTIVE TODAY?

ARE THERE OPPORTUNITIES OR RESPONSIBILITIES I NEED TO SAY "NO" TO TODAY?

IS THERE ANYTHING I NEED TO ASK FOR HELP WITH TODAY?

**THROUGHOUT THE DAY:** CHECK-IN WITH YOUR BREATH AND BODY. ASK YOURSELF, AM I TAKING DEEP BREATHS, SHALLOW BREATHS, OR HOLDING MY BREATH? DOES MY BODY FEEL RELAXED AND AT EASE? DO ANY PARTS OF MY BODY FEEL TENSE?

**END OF DAY:** IS THERE ANYTHING FROM MY TO-DO LIST THAT I DIDN'T ACCOMPLISH? HOW WOULD I LIKE TO FEEL ABOUT NOT ACCOMPLISHING THESE TASKS? HOW WOULD I LIKE TO FEEL AS I TRANSITION INTO MY EVENING?

READY, SET, SLOW

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