

Monday – Set Your Intentions

Theme: Begin with clarity.

Prompt: What are the three most important outcomes for this week?

Reflection: Where do I need to pause instead of rushing?

Reacting	Responding
Emotional, impulsive, escalating	Intentional, student-centered, outcomes-focused

Eisenhower Matrix (sort your tasks):

Urgent & Important	Important, Not Urgent
Urgent, Not Important	Not Urgent, Not Important

Daily Accountability Questions:

1. What are you supposed to be doing today?
2. Why are you not doing it?
3. What other commitments need follow-up?
4. How can others help?

Tuesday – Prioritize People

Theme: Relationships before tasks.

Prompt: Who needs my encouragement today?

Reflection: Am I reacting emotionally or responding in ways that build trust?

Reacting	Responding
Emotional, impulsive, escalating	Intentional, student-centered, outcomes-focused

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Wednesday – Focus on Growth

Theme: Midweek reset.

Prompt: Which long-term goal deserves my attention today?

Reflection: What small win today will move me closer to flourishing?

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Thursday – Manage the Urgent

Theme: Don't let fires distract you.

Prompt: What “urgent” task can I delegate today?

Reflection: Did I let urgency replace importance? How can I realign?

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Friday – Celebrate Progress

Theme: End the week with gratitude.

Prompt: What am I proud of accomplishing this week?

Reflection: Where did I respond instead of react? What difference did it make?

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Saturday – Restore & Recharge

Theme: Self-care is leadership care.

Prompt: How will I invest in my body, spirit, and relationships today?

Reflection: Did I create space to pause, breathe, and flourish?

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Sunday – Vision & Planning

Theme: Prepare with intention.

Prompt: What are my top 5 priorities for the coming week?

Reflection: How do these priorities align with my larger goals (body, spirit, money, love, family, hobbies, work)?

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