

LOVE Mari Discipline Chart

Daily Routine (EXAMPLE)

Time		Activity	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
6:30am	Soul/spirit care	Awaken to Morning Meditation Track						Time = flex	Time = flex
	Body care time	Yoga							
7:15am	Meal time	Breakfast							
7:45am	Body care time	Exercise							
8:15am		Prep for day							
9:00am	Review time	Review calendar (<5 mins)							Completely free day. No working. Go out in nature, shop, be with friends, movies, dine out, creative hobbies only, time in garden, reading, meditating, sleep in, naps. Stay off computer as much as possible. If ever Sunday is a "regular" work day, MUST make Monday a completely free day.
		Review goals - short & longterm (5-10 mins)							
		Review online landscape*. ONLY reply to urgent/important matters. <i>*Twitter @ & DM; FB Profile & Fan Page; Blog comments; Email</i>							
		Check new stats/important metrics							
		Read top blog subscriptions; schedule Hootsuite (30 mins)							
10:00am	Client care time	Appointments							
		Return calls, make calls							
		If no appts, focus on Systems, Marketing, Creativity, Team time							
11:00am		Break, snack (~15 mins)							
	Marketing time	Appointments							
		If no appts, focus on Systems, Marketing, Creativity, Team time							
12:30p	Meal time	Lunch							
1:15pm	Marketing time	Appointments							
2:30pm	Client care time	Appointments							
		If no appts, focus on Systems, Marketing, Creativity, Team time							
3:30pm		Break, snack (~15 mins)							
	Review time	Review online landscape*; reply as needed. <i>*Twitter @ & DM; FB Profile & Fan Page; Blog comments; Email</i>							
4:30pm	Creative time	Writing: articles, blog posts, etc.							
6:00pm	Meal time	Dinner							
7:00pm	Planning time	Loose ends, wrap up, prep for tomorrow							
		Source content for Hootsuite early morning							
7:30pm	Flex time	Free to surf "Rabbit holes"							
8:30pm		All computer work completed. Turn off all devices.							
9:00pm	Relaxation time	Relax, read, TV, meditate							
10:00pm		Prep for bedtime							
10:15pm	Soul/spirit care	Meditation							
10:30pm		Sleep							

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Find this Meditation CD on Amazon at:

<http://amzn.com/B001E1BO5E>

Or on iTunes here:

<http://itunes.apple.com/us/album/meditation-moment/id304657034>

NOTE: This is an example routine based on Mari Smith's own daily/weekly routine. Please edit any way you wish to find your own best rhythm and activities for each day. Be sure to *schedule* in proper breaks and self care time and plan for a minimum of one complete day off from work activities each week. You'll be so much more energized and more productive. If you find yourself exhausted and doing too much, see how you can delegate and outsource more.

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Ground Rules (examples based on Mari Smith's; feel free to edit and add your own!)

Mind, body, soul, spirit & heart care time

Spend 20-30 minutes meditating morning and/or evening.
Optional extras: soothing background music, water fountain, candles.
Always take Sunday's completely off of work; allow complete freedom.

Body care

Yoga stretches daily.
Moderate to strenuous exercise 3-5x per week
Periodically, throughout the day, take a 5-10 minute break; stand up, stretch, breathe deeply, go outc

Breakfast, Lunch & Dinner

Mindfully prepared, no distractions or split focus.
Mindfully eaten while seated.
No meals at desk; no other activity while eating meals.
Maximum 4 hours between meals; otherwise allow for snacks.

Productivity

Maximum 3 items on "Today's Focus" Board
For projects with multiple steps, break down into steps for Focus Board.
Set a gentle alarm to go off every hour in the office to allow for quick stretch breaks.
Any time I feel "overwhelmed by my workload," write everything down in ONE place.
...evaluate & reprioritize.

Sleep support

Only use iPhone for playing music/meditation tracks in the bedroom.
Resist the temptation to check social networks/email first thing and last thing.
Minium 8 hours quality sleep.

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