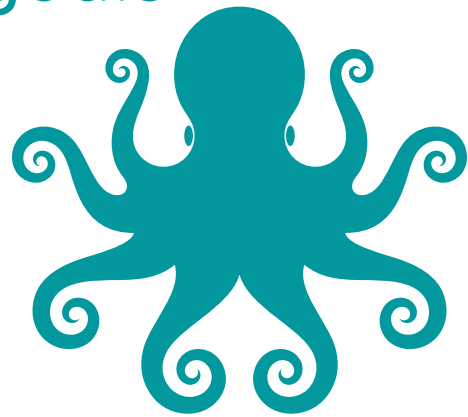


# Ocean Flow

## Start Up Checklist (5-10 mins)

1. FAST TIDY your workspace - 2 mins
2. CONSULT your OCTOPUS BRAIN for today's actions
  - Choose 3 Inspired Actions aligned with my goals
  - Create your top 5 To-Do's list
3. LIKE A BOSS - plan your day:
  - What self-care do I have planned today?
  - When will I have the most energy to make magic?
  - When will I hide to get the important 'magic' done?
4. THINK AHEAD - any prep needed for the next 3 days?
5. CURIOUS Questions:
  - What am I grateful for? Does my plan give me energy?
  - How do I feel today? What feels hard/can I delegate?
6. PROCESS emails, refine your To-Do list only if essential
7. FAST CHECK Facebook/Linked In/Instagram messages



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# Daily Boot Up

## Inspired Actions...Ta Da's



- 1 google islands for sale
- 2 finish content for program
- 3 yoga and beach walk

## Top 5 To Do's ... Ta Da's



- 1 brief my VA on tasks
- 2 3 x client appointments
- 3 book review due
- 4 plan workshops for March
- 5 write up client notes & file

## Gratitudes

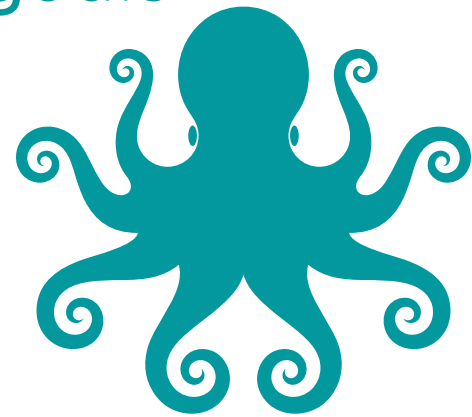


good food family  
coffee ☺ sunshine ☀  
working from home

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# Daily Boot Up

## Inspired Actions...Ta Da's



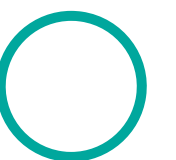
1



2



3



## Top 5 To Do's ... Ta Da's



1



2



3



4



5



## Gratitudes

