

THE DAILY ARCHITECTURE TOOL

Run Your Day and Win Your Life

Your Daily Architecture establishes the habits and routines that best set you up for success each day. If you are already structured and like things to go in a certain order, chances are you already have an established Daily Architecture. However, if you're busy and pulled in lots of directions, you may frequently allow external factors to drive your daily habits. Either way, being intentional at key points of the day will dramatically impact your approach to managing your time, sustaining a productive mindset, channeling your energy and delivering better performance.

This tool is designed to put you in charge of your day, particularly at the start of your day. The tool is broken into three parts of the day:

- Beginning
- Middle
- End

The idea is to design a framework for your day that works for your personality and sets the conditions for you to be at your best. The core principle for this tool is that you decide what to do at key points in your day, rather than allowing all the busyness of your work and external world to decide for you. The morning routine is BY FAR the most important, because it establishes the rhythm for the entire day, and because you have the most control over how you start your day.

Simply follow the instructions below to complete your personalized Daily Architecture. Answer the questions honestly and with the intention to make you better. When you are tempted to shortcut an answer, ask yourself why. Is it because you don't need to think about this element of the day? Or is it because it seems like it won't matter? Or is it because you have a habit of putting everyone and everything ahead of yourself?

Think of this exercise as "putting the oxygen mask" on yourself first. If you are operating from a calm and centered mindset, imagine how much more effective and less reactive you will be.

INSTRUCTIONS

1. Fill in the blanks below. Take your time and be intentional.
2. You may not do some of these steps now; that's ok. Just consider how you might enhance your daily structure by including some of the ideas offered here.
3. Start implementing your designed steps. Again, take your time and commit without beating yourself up for what you don't/can't do.
4. Adjust the steps to make it work for you.

These are the routines I currently follow daily...

Beginning

1. I get up at _____ (fill in time, or times and how frequently it's the same or different)
2. Then I _____ (describe the very first thing you do)
3. Then I _____ (describe the very next thing you do)
4. Then I _____ (keep listing until you get to the point at which you "start your work day")
5. The first food or drink I take in is _____
6. The first input from TV, email, text, phone, etc. is _____
7. To plan my day, I _____
8. To keep me calm, centered and focused, I _____
9. To provide me high quality energy, I _____

Middle

10. To keep me on track in the middle of the day, I _____
11. I capture my learnings throughout the day by _____
12. To keep my energy and focus up throughout the day, I _____

End

13. I reflect on my successes at the end of the day by _____
14. To help me get the sleep I need, I _____

In an ideal world, this is how I would structure my day:

See the table following this box for ideas on learning, eating, mindset, breathing, emotions

Beginning

1. I will get up at _____ (fill in the ideal time)
2. Then I will _____ (describe the sequence of activities that would set you up for success)
3. Then I will _____
4. Then I will _____ (keep listing until you get to the point at which you “start your work day”)
5. The first food or drink I will take in is _____
6. The first input from TV, email, text, phone, etc. is _____
7. To plan my day, I will _____
8. To keep me calm, centered and focused, I will _____
9. To provide me high quality energy, I will _____

Middle

10. To keep me on track in the middle of the day, I will _____
11. I will capture my learnings throughout the day by _____
12. To keep my energy and focus up throughout the day, I will _____

End

13. I will reflect on my successes at the end of the day by _____

14. To help me get the sleep I need, I will _____

Pick one or more from each box for your daily routine.

Practice reflection

- Journaling (Structured or unstructured)
- Meditation
- Walking
- Free flow writing (e.g. Morning Pages)
- Sitting practice
- “Do not disturb” times

Take Care Of The Body

- **Eat well**
 - Always eat breakfast
 - Limit simple carbohydrates (white flour, sugar, rice and potatoes)
 - Eat protein at every meal
 - Avoid using foods for immediate energy burst (sodas, candy, muffins, etc.)
- **Exercise**
 - Set a time to exercise at least 3 times a week
 - Practice resistance training either with weights or yoga
 - Tense and relax your whole body to release stress
- **Sleep**
 - Set a consistent sleep and wake-up time
 - Establish rituals to lead to sleep
 - Avoid computer, heavy reading and TV for at least ½ hour before sleeping
 - Write down any worries before trying to sleep-they will still be there in the morning

Manage your breathing (the gateway between conscious and subconscious mind)

- Deep Belly breathing (for relaxation)
- Alternate nostrils (for calming)
- Breath of fire (for energy)
- Ribbon breath (for slowing the mind)
- Recapitulation (for clearing)

Frame your mental models

- Behave “as if” things are the way you wish they were
- Treat every thought as a future action-let go of thoughts that don't serve you
- Practice seeing others' worlds
- Ask yourself if this will matter in 3 months or 3 years
- Visualize your success
- Keep a “big list” of your primary objectives – no more than 3 – each week

Promote energy- giving emotions and dissipate energy-draining emotions

- Cultivate energy giving emotions (examples):
 - Gratitude
 - Appreciation
 - Optimism
- Get to know the physical sensations that are associated with given emotions
- Separate the physical sensation from the need to act
- Use breath to stay with and experience emotion-it will move through