

DAY 1

Rediscover Your "Why"

OBJECTIVE:

- RECONNECT WITH THE FOUNDATIONAL PURPOSE OF YOUR BUSINESS.

TASK:

- WRITE A JOURNAL ENTRY AS IF IT'S DAY ONE OF YOUR BUSINESS. REFLECT ON WHY YOU STARTED AND WHAT YOU HOPE TO ACHIEVE. CAPTURE THE EXCITEMENT AND ORIGINAL VISION.

DAY 2

The Beginner's Mindset

OBJECTIVE:

- APPROACH YOUR CURRENT ROUTINE WITH FRESH EYES.

TASK:

- SHADOW YOURSELF FOR A DAY, TAKING NOTES AS IF YOU'RE AN OBSERVER. IDENTIFY ROUTINES AND HABITS YOU'VE GROWN ACCUSTOMED TO AND NOTE ANY THAT MAY BENEFIT FROM A FRESH PERSPECTIVE.

DAY 3

Creative Chaos

OBJECTIVE:

- EMBRACE FLEXIBILITY AND NEW IDEAS.

TASK:

- USE A DAY TO MIX UP YOUR ROUTINE CREATIVELY.

EXAMPLE: CREATE A NEW WORK ENVIRONMENT, CHANGE THE ORDER OF TASKS, OR INTRODUCE A SHORT, FUN ACTIVITY.

DAY 4

The Four-Quadrant Reflection

OBJECTIVE:

- PRIORITIZE ACTIVITIES USING THE EISENHOWER BOX (URGENT/IMPORTANT MATRIX).

TASK:

- CATEGORIZE DAILY TASKS INTO FOUR QUADRANTS:
 - 1.) URGENT/IMPORTANT
 - 2.) IMPORTANT/NOT URGENT
 - 3.) URGENT/NOT IMPORTANT
 - 4.) NOT URGENT/NOT IMPORTANT

** IDENTIFY OPPORTUNITIES TO DELEGATE OR ELIMINATE LOW-PRIORITY TASKS. **

DAY 4

The Four-Quadrant Reflection

EXAMPLES

URGENT AND IMPORTANT: DO IT NOW

- RESTOCK FAST-MOVING ITEMS THAT HAVE RUN OUT.
- RESOLVE CUSTOMER COMPLAINTS THAT COULD IMPACT THE STORE'S REPUTATION.
- COMPLETE DAILY CASH RECONCILIATION AND BANK DEPOSITS.
- ATTEND TO AN EQUIPMENT MALFUNCTION THAT HALTS BUSINESS OPERATIONS.

DAY 4

The Four-Quadrant Reflection

EXAMPLES

IMPORTANT BUT NOT URGENT: SCHEDULE IT

- PLAN SEASONAL INVENTORY PURCHASES AND PROMOTIONAL EVENTS.
- TRAIN EMPLOYEES ON NEW STORE PROTOCOLS OR SALES TECHNIQUES.
- ANALYZE SALES DATA TO INFORM LONG-TERM STRATEGIC DECISIONS.
- REORGANIZE THE STORE LAYOUT TO IMPROVE CUSTOMER EXPERIENCE.

DAY 4

The Four-Quadrant Reflection

EXAMPLES

URGENT BUT NOT IMPORTANT: DELEGATE IT

- RESPOND TO NON-CRITICAL EMAILS OR PHONE INQUIRIES.
- SCHEDULE ROUTINE CLEANING AND MAINTENANCE TASKS.
- HANDLE MINOR EMPLOYEE ISSUES THAT A SUPERVISOR CAN RESOLVE.
- PROCESS ROUTINE PAPERWORK LIKE INVOICING OR ORDER CONFIRMATIONS.

DAY 4

The Four-Quadrant Reflection

EXAMPLES

NOT URGENT AND NOT IMPORTANT: ELIMINATE IT

- EXCESSIVE BROWSING OF SOCIAL MEDIA DURING STORE HOURS.
- READING IRRELEVANT NEWSLETTERS OR ARTICLES.
- UNPRODUCTIVE MEETINGS WITH NO CLEAR AGENDA OR OUTCOMES.
- ENGAGING IN ACTIVITIES THAT ARE PERSONAL AND NON-WORK RELATED.

DAY 5

Innovate Your Processes

OBJECTIVE:

- IDENTIFY ONE PROCESS TO INNOVATE DRAMATICALLY.

TASK:

- CHOOSE A ROUTINE TASK AND BRAINSTORM RADICAL WAYS TO IMPROVE IT AS IF YOU HAD NO CONSTRAINTS. IMPLEMENT ONE SMALL CHANGE TODAY AND OBSERVE THE IMPACT.

DAY 6

Community Feedback

OBJECTIVE:

- GATHER FEEDBACK FROM YOUR COMMUNITY.

TASK:

- CONDUCT A MINI-SURVEY WITH YOUR TEAM OR CUSTOMERS ASKING FOR IDEAS ON IMPROVING YOUR ROUTINES OR OFFERINGS. USE THESE INSIGHTS TO REFINE YOUR PROCESSES.

DAY 7

Reflect and Plan Forward

OBJECTIVE:

- SOLIDIFY YOUR LEARNINGS AND PLAN ONGOING IMPROVEMENTS.

TASK:

- WRITE A REFLECTION PAPER ON WHAT YOU'VE LEARNED THROUGHOUT THE WEEK. OUTLINE THREE ACTIONABLE CHANGES YOU PLAN TO INTEGRATE INTO YOUR REGULAR ROUTINE FOR CONTINUED GROWTH AND EFFICIENCY.