

Daily Flow Template



Shape Your Days with Clarity and Joy

Begin each day by centering yourself. Set an intention that aligns with your core values and reflects how you want to feel throughout the day.

Identify the key responsibilities that truly matter, practice at least one act of self-care, and make space for joyful moments, creative sparks, or errands that need tying up.

End each day by reflecting on your progress, noting lessons learned, and deciding what to carry forward.

Use your Weekly Reflection sheet to step back and see the bigger picture. Celebrate your wins, acknowledge moments of joy, and capture insights that can shape the week ahead. Note what worked well, where you'd like to improve, and set a theme or top priorities for the coming days. This ritual helps you move through your weeks with intention, building on what serves you, and gently letting go of what doesn't.

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Monday Morning Intention:

Top 3 Priorities:







Self-Care Moment:

Something that brings me joy:

Other thoughts / errands / ideas:

Evening Reflection:

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Tuesday Morning Intention:

Top 3 Priorities:







Self-Care Moment:

Something that brings me joy:

Other thoughts / errands / ideas:

Evening Reflection:

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Wednesday Morning Intention:

Top 3 Priorities:







Self-Care Moment:

Something that brings me joy:

Other thoughts / errands / ideas:

Evening Reflection:

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Thursday Morning Intention:

Top 3 Priorities:

Self-Care Moment:

Something that brings me joy:

Other thoughts / errands / ideas:

Evening Reflection:

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Friday Morning Intention:

Top 3 Priorities:

Self-Care Moment:

Something that brings me joy:

Other thoughts / errands / ideas:

Evening Reflection:

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Saturday Morning Intention:

Top 3 Priorities:

Self-Care Moment:

Something that brings me joy:

Other thoughts / errands / ideas:

Evening Reflection:

Weekly Reflection & Reset

"We do not learn from experience. We learn from reflecting on experience." John Dewey

Highlights of the Week

Biggest Win of the Week:.....

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Moments That Brought Me Joy:.....

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New Ideas or Insights:.....

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What Worked Well

My Most Productive Habit:.....

A routine I want to keep:

A connection I valued:

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What I'd Like to Improve

One thing I want to do differently?.....

A habit to adjust or let go

A challenge I can prepare for

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Gratitude Notes

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Theme or Focus for Next Week

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