

# ■ Habits of High-Achieving Women: The Smartly Empowered Checklist

Your weekly audit for leveling up your mindset, career, and personal life. Use this checklist alongside your Stepping Into Greatness Planner to track your progress, build confidence, and create daily momentum.

## ■ Mind Mastery

- Practice a 5-minute visualization to picture yourself achieving your biggest goal.
- Write 3 gratitude statements every morning to start the day grounded.
- Replace negative self-talk with goal-driven affirmations.
- Journal one lesson learned from the week to strengthen resilience.
- Set a weekly intention that aligns with your bigger vision.

## ■ Morning Routine

- Wake up at a consistent time to establish stability and reduce decision fatigue.
- Hydrate with a full glass of water within 10 minutes of waking.
- Move your body for at least 10–15 minutes (stretch, yoga, walk).
- Review your Stepping Into Greatness Planner daily page before starting work.
- Write your Top 3 Priorities for the day to stay focused.

## ■ Work & Productivity

- Block deep work time in your calendar and treat it as sacred.
- Complete your hardest or most important task first each day.
- Clear your workspace at the end of each workday to reset focus.
- Limit social media scrolling during work hours; schedule intentional breaks.
- Use your planner to track time spent on high-value vs. low-value tasks.

## ■ Strategic Planning & Execution

- Review your weekly goals every Sunday evening.
- Break major projects into 3–5 actionable steps in your planner.
- Use color-coded planning to separate work, personal, and self-care priorities.
- Plan downtime and recovery days with as much intention as work days.
- Create a visual progress tracker in your Stepping Into Greatness Planner.

## ■ Career & Leadership Growth

- Schedule one networking activity per week (coffee chat, call, or LinkedIn message).

- Read or listen to one leadership-related book or podcast monthly.
- Document feedback from peers or mentors to identify growth areas.
- Practice public speaking or presentation skills weekly, even in small ways.
- Track your quarterly achievements to showcase growth and impact.

## ■ Financial Management

- Set weekly spending limits and track expenses in your planner.
- Review your savings goals every month to stay accountable.
- Create a money ritual day once a week to check budgets, bills, and accounts.
- Invest in your future by adding small, consistent contributions to retirement or savings.
- Use a financial vision board to connect numbers with your life goals.

## ■ Personal Well-Being & Boundaries

- Set hard stop times for work to protect personal life.
- Schedule one self-care ritual each day (walk, skincare, meditation).
- Audit your calendar weekly to remove tasks that drain energy.
- Practice saying “no” with confidence when opportunities misalign with goals.
- Designate one “unplugged evening” per week without screens.

## ■ Evening Routine

- Reflect on 3 wins from the day in your planner.
- Plan your Top 3 priorities for the next day.
- Read or listen to something uplifting or educational before bed.
- Prepare your workspace for a stress-free morning start.
- Practice a 5-minute meditation or gratitude ritual to unwind.