

# MY INTENTIONAL DAY

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#IntentionalMargins

KATIE   
JEFCOAT

[WWW.KATIEJEFCOAT.COM](http://WWW.KATIEJEFCOAT.COM)

# Hello

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Hey friend!

For a long time, I would wake up, look at my emails, and then start my day. I would be reactive instead of proactive. Then I heard someone say, "your email is someone else's to-do list." That's when I realized my email was making me feel "productive," but it was hollow; I wasn't getting closer to my goals.

It was time to make a change. I had to find a better way to manage my day. I spent years searching for the perfect productivity hack. What I found was that I didn't need more time, and no productivity hack was going to help me FEEL less overwhelmed, less busy, less stressed, or less pulled in a million different directions.

That's when it hit me. I just needed to do the right things for this season of my life. I knew I wanted to be busy and feel balanced. I wanted to feel like I was in control of my life even in the chaos. I wanted harmony.

I created My Intentional Day as a tool for me and you to bring our priorities into focus and our tasks into alignment with our abundantly busy days.

The plan is simple. In these introduction pages, I will walk you through the sections. Imagine we're sitting on the sofa with a cup of coffee. I'm sharing with you how I finally stopped feeling overwhelmed (most of the time - I'm human ;) ) and found the harmony to be busy and balanced.

Before you start, keep this in mind: There are a million ways to do anything, and this is your template. I encourage you to make it your own so that it works perfectly for you at this season of life. Remember, the way you use this page will change over time as your needs evolve.



# MY INTENTIONAL DAY INSTRUCTIONS

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## YESTERDAY WAS A SUCCESS BECAUSE

Too often, we get 37 of the 42 things done on our to-do list, and we only think about the 5 things we didn't accomplish. That's not the mindset we want when we are being intentional about our day. I get it. We wake up in the morning and start thinking about everything there is to do. That changes today! Today we wake up, and we remind ourselves of yesterday's success.

## TODAY'S INTENTION / WORD OF THE DAY

How do you want to show up today? This can be a phrase, a word, or a thought. Perhaps you have a word of the year you want to keep top of mind or an affirmation that you want to revisit today. This is your space to jot those thoughts down.

## MY INTENTIONAL MARGIN® IS...

Intentional Margins® (n): A buffer of space and time to create harmony between your to-dos and your priorities.

This is your chance to identify how you live in your priorities today. It's so easy to check the boxes of the to-do list - it's one of my favorite things to do! However, what happens is we get to the end of the day, the week, the month, the year, and we look back and wonder what it was all for? Intentional Margins® allows us to make it a priority to make time for what matters most. It adds clarity to our days. It helps us know what to say "yes" to and "no" to because we are clear on our Intentional Margins® and priorities.

Whether that's 30 minutes to read, calling a friend, spending 2 minutes to gather your thoughts before the kids get off the bus instead of shushing them while you finish up that last quick call. (I've been there) It's making sure that we live intentionally in the best parts of life while still managing the responsibilities and yes, the to-do list.

So take a moment and think about one thing you can accomplish today that helps you feel more in harmony with your day, where you can reflect and know your actions align with your priorities.



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## BECAUSE...

This is simple. Why do you care about the Intentional Margin® you set for today? For example, my Intentional Margin® is to walk for 3 miles today, BECAUSE I am making my health a priority by moving my body so that my body aches less.

## GRATITUDE FOR THE DAY

Gratitude is one of the quickest ways to create happiness. Let's face it, experts encourage daily gratitude because it works to elevate your mindset and boost happiness. I invite you to change it up every day and choose different gratitudes daily.

## TASKS THAT MUST GET DONE

It's hard to feel accomplished when you have 743 tasks on your to-do list. Even if you have 10, the likelihood of you getting them all done is slim. 3 solid tasks seem to be the average limit of how much a person can realistically accomplish during a day. A task isn't 3 5-minute actions, it is a larger priority. However, I want to caution you that projects (which have multiple steps) should NOT be considered a task. For example, a website rebuild is a "project," but writing the about page would be a "task."

## TODAY I NEED TO REMIND MYSELF THAT

I love this section because it can be anything you want. Today, I need to remind myself that I am strong, fierce, and competent. Today I need to remind myself that I am {insert an affirmation}.

## TODAY I WILL ACCOMPLISH

What is the one thing you will do today, no matter what? This can be a task, a project, or a lifestyle activity. Today I will complete a 3 mile walk in my neighborhood (bonus: this can also be an Intentional Margin®). Today I will contact 3 people about my product or business. Today I will rest mid-day without the guilt because I am healing from being sick.

## I DON'T WANT TO FORGET TO

These are things that are not tasks; they're too small. I don't want to forget to make dentist appointments for the kids, drop the package at the post office, etc.

## LAST NIGHT I SLEPT & H2O DRINK UP

We all know how important sleep and water are for our bodies. This allows you to record your sleep and look for trends as well as chart your water and celebrate your consumption.

## MOOD & ENERGY

When we can see trends in our mood and energy, we can better identify what tasks need to be completed when. For example, I know that I am bright-eyed and firing on all cylinders first thing in the morning. So, completing my 3 tasks before noon will set me up for success. Tracking your mood and energy daily while reflecting throughout the month will help you determine daily and monthly when your best times are for accomplishing your goals.

DATE

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REMINDE YOURSELF OF YOUR SUCCESS

TODAY'S INTENTION/ WORD OF THE DAY  
THE KIND OF PERSON I WANT TO BE IS...

MY INTENTIONAL MARGIN® IS...  
HOW AM I LIVING IN MY  
PRIORITIES TODAY...

BECAUSE...

GRATITUDE FOR THE DAY

TASKS THAT MUST GET DONE

TODAY

I NEED TO REMIND  
MYSELF THAT...

TODAY I WILL ACCOMPLISH

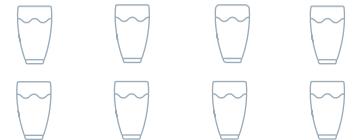
I DON'T WANT TO FORGET TO...

LAST  
NIGHT  
I SLEPT

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DRINK UP!



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