

Living Better Daily Scorecard

There is always so much going on everyday that usually the last thing we are focused on is what we are saying, what we are doing, and how we are feeling as we move through our day. A lot of times, we just move through the day on autopilot and that is not a good thing.

I started using a Living Better Daily Scorecard about a year ago and it really helps you heighten your awareness as you move through your day.

I was able to make a lot of improvements in terms of my mindset and attitude and I also was able to increase my productivity with respect to my daily activities using this Living Better Daily Scorecard.

It always helps when we can see the progress we are making day by day and also see the areas that we may need to focus on and strengthen. The scorecard is designed to help you do both. You can't fool yourself because the numbers are the numbers.

You are either making progress or you are not.

I have provided a sample daily scorecard that is tailored around the things that you are most likely going to want to focus on each day. The first section focuses on your attitude and mindset as you move through the day. The second section focuses specifically on your daily activities and your progress.

You can use the sample scorecard just as it is, or you can modify it however you see fit if you feel there are other areas you need to focus on.

You want to complete this scorecard at the end of the day (or at the beginning of the next day). Rate yourself on a 1-10 scale in each category. The most important thing is to complete the scorecard before you start your next day so that you are aware of the things you may want to change or do differently for the day.

Take notice of how you are doing from day to day and also from week to week. You may have certain days that are just not great and then others that are spectacular. Ideally, you want to be able to see that overall you are moving in the right direction.

Check out the PDF of the scorecard (also located in the Live Today Bonus Kit) with two example scorecards and also the blank daily scorecard form that you can use.

This is how I define the categories:

Attitude & Mindset:

1. Pleasant/Kind: Were you pleasant and kind to people as you moved through the day?

2. Good Mindset/Calm: Were you mostly calm with a good peace of mind? There wasn't anything that got you all worked up or upset.
3. Caring/Loving: Were you caring and loving with your friends and family?
4. Patient: Were you patient throughout the day regardless of what was happening or possibly going wrong? (i.e. not impatient at a stop light)
5. Listening/Engaged: Did you listen to other people? Were you engaged in conversations? (i.e. your mind wasn't on other things while people were speaking to you)
6. Helpful/Supportive: Did you help people out? Did you give your support where it was needed?
7. Understanding: Were you understanding if people made a mistake? Did you give people the benefit of the doubt?
8. Positive speech: Did you complain, gossip or say anything rude to anyone?
9. Positive Interactions: Did you have positive interactions with everyone you came into contact with throughout the day?
10. Optimistic/Confident: Were you positive about the things you were doing and did you feel confident that you would be successful?

Daily Activities:

1. Focused: Were you focused while you were working? Did you keep your attention 100% on whatever it was you were doing?
2. Disciplined: Did you do what you were supposed to do? Did you blow anything off? (i.e. worked out as planned; woke up on time)
3. Productive: Was your productivity level high? Did you complete things within a reasonable time period?
4. Accomplished Tasks: Did you take care of all the things you needed to for the day?
5. Unplugged/Relaxed: Did you take time to unplug and relax? Did you do some sort of activity that helped you maintain a good peace of mind?

If you have any questions, or anything you want to discuss please contact me. It is always great to hear from you and I love to hear updates on how things are going.

I also have the daily scorecards in excel format with the formulas already plugged in (which means you can avoid some math). If you are an excel user and would like those, please just let me know.

You can email me at sibyl@possibilityoftoday.com.