Nightly Reflection Quick Reference

*"Finish each day and be done with it. You have done what you could. Some blunders and absurdities no doubt crept **in;** forget them as soon as you can. Tomorrow is a new **day;** you shall begin it well and serenely..."*
Ralph Waldo Emerson

1. Process the Catch-It Collectors: Processing the Catch-It Collectors is always the first step of the Nightly Reflection. Avoid being sidetracked by looking at what you have previously put in the envelopes.

2. Transfer the Active Task List in the Catch-All Notebook: Leave about five lines of space in your Catch-All Notebook and then draw a line to begin the next day or turn to a fresh page. Write the date. Then leave a space for your 3-Step Action List. Transfer your Active Task List.

3. Review the Active Task Envelope: Review your Active Task envelope for any items you will need to handle tomorrow. Add these items to the list in your CAN.

4. Decide if you will hold a Power Hour tomorrow: Make a space in your CAN for your Power-Hour Items if the next day is one you will hold a Power-Hour or half-hour. If you have any undone items from your previous Power-Hour, carry those over first. Check your Power Hour envelope for ay items you will need. I keep a running list of all my Power-Hour tasks on the envelope. Then on Power-Hour days the envelope goes with me

5. Create Your Three-Step Action List: With all of your active information reviewed and collected you are ready to create your Three-Step Action List. Add that in the space left blank just after the date.

6. Give thanks for the day: Take a moment to think of things you are grateful and record them in the space you left blank before creating your entry for tomorrow. If you like, swap out your Soul Food Card for a new one as well.

7. Make Today Matter: Ask yourself: Is there anything else I want to choose to do to make today matter?

8. Close the shop: Let go of expectations and undone tasks. Try to keep your mind free from wandering to stressors and unfinished items. As thoughts float by silently repeat, "Sorry, I'm closed. Please come back tomorrow. I reopen in the morning."

Last thought... just before bed visualize the day ahead