**MORNING ROUTINE CHECKLIST**

* Prep the Night Before

Your morning really starts the night before. Things you can do:

• Set out clean work clothes.

• Set alarm.

• Go to bed with enough time to get 7-9 hours of sleep.

* Set Your Intentions

Your morning sets the stage for what happens for the rest of the day. To set yourself up for success, here’s few things you might try:

• Make a short to-do list with the most important tasks

• Journal

• Meditate

* Make Your Bed

Gain a bit of satisfaction and accomplishment by making your bed in the first few minutes you’re awake.

* Eat a healthy breakfast and drink a glass of water

Drinking water first thing wakes you up, gets your bodily systems revved, and gives you a little jolt of energy.

* Brush Teeth

Brushing your teeth is not only great hygiene, but it helps you wake up and feel alert.

* Move Your Body

Wake up ahead of time so that you are able to move your body before you start your busy day. Do some stretching, vacuum your house, go for a walk, hit the gym, or do whatever you can to start your day with your body feeling good!

* Shower

Be sure to give yourself time to take a shower and properly groom yourself before going in to work.

* Get Dressed

Clean work clothes, appropriate work shoes, and work badge.

* Leave for work

Leave for work in time to arrive 15 minutes early.

* Avoid Your Phone

The quickest way to derail a productive morning is to get sucked into your phone. Don’t check it until you complete your routine.