

FOCUSher™



EXCELHERS
LEADERS

Month:



Hello -

Congratulations on taking steps to focus on the most important things in your life, career and business. I created the FocusHER™ with busy leaders in mind - to help keep you focused and organized, feel accomplished and set up your days and weeks for success!

The FocusHER™ is divided into three (3) sections: **the daily focus, the goal planner** and **coaching/forum prep**. The daily and weekly pages are intentionally designed to transition you from personal reflection, thoughts, and feelings to business tactical items.

I found that when I slow down and start my day with intentionality, I am more focused and positive throughout the day. I encourage you to take 15-20 minutes in a quiet space at the beginning of your day to think about who you choose to be (affirmation statements), express gratitude and appreciation for those who mean the most to you and determining how you want to show up each day.

Studies have shown that the most important part of your day is the last hour of the day, not the first. That is why I created the daily and weekly pages to finalize the day and week by setting your next day up for success. Spend the last 30 minutes of each day and week finishing up a few quick tasks that make you feel accomplished and set your commitments and goals for the next day.

Goal planning is important for our companies, AND our personal and professional development. The goal planning section is divided into two categories, company and personal, for this reason. Schedule a clarity break to be intentional about thinking about the details of your goal and what it will take to accomplish it, what obstacles could get in the way, and setting milestones to ensure you know if you are on track to complete the goal in your established timeframe.

Lastly, when I first started working with a coach, I wasn't sure what was appropriate to bring up to my coach or how to prepare to get the most out of my sessions. I encourage you to prepare for your coaching and forum sessions in advance. Prioritize your development by taking 20-30 minutes and review the meeting agenda.

Are you ready to discuss your commitment completion, check in and your discussion topics?

Again, congratulations on your commitment to focus and become intentional with yourself and your day.

Love,

Kristie Clayton
CEO/Coach



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1

Daily Focus Page

INSTRUCTIONS: Begin your day by completing each section.

I AM: As you write your affirmation statements, focus on one - what does it mean to you and why it is significant to who you choose to be. Throughout the day, reflect on this affirmation and be aware of ways you are showing up in this way.

Makes me (=): The second part of this section is reflecting on the impact that your affirmation statements have on you today. For example: I am bold, enough, worthy makes me UNSTOPPABLE, CONFIDENT, etc. Although affirmation statements stay the same, the "makes me" can change frequently, even daily.

Who are you grateful for? List 3 people you are grateful for and why. Call, text or send them a card showing your appreciation and share something SPECIFIC with them that made an impact on you.

Reflect/Meditate and Journal: Reflect and/or meditate on the daily statement and journal your thoughts around the topic or anything else that is on your mind.

Top 5 Commitments: Write down the 5 most important things that must be accomplished before you end your day.

Additional Tasks: Enter any additional tasks that need to be accomplished in the upcoming days.

Important Meetings: Notate important meetings.

EOD prep for successful tomorrow

- › Finish your day strong by completing 3 tasks that can be done in less than 15 minutes.
- › Review your next day's calendar.
- › Set yourself up for success by listing the most important tasks to be done in the next day's Top 5 Commitments Section.

Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

I attract a loyal, high-performing team.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

Integrity and ethics are non-negotiable in my leadership.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

Resilience defines my character; I emerge stronger.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

Strategic decision-making is my specialty.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

I am unstoppable in my pursuit of success.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

I see opportunities where others see obstacles.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

Mentorship is my legacy; I lift others as I rise.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

My leadership fosters a harmonious and productive environment.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

I am dedicated to advancing women in leadership.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

Boldness and calculated risks are my allies.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

Excellence is the standard in everything I do.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

Every setback is a setup for a greater comeback.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

I am a visionary, painting a bright future.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

Leadership is my destiny, and I embrace it with pride.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

I lead with humility, wisdom, and authority.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

Solutions are my specialty; I always find a way.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

My influence creates waves of positive change.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

I am the architect of my destiny; success is my blueprint.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

My leadership is marked by authenticity and purpose.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

I am bold, fierce, and unapologetically ambitious

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

Every day, I step into my power as a woman executive leader.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

I am a source of inspiration and strength for my team.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

My leadership journey is filled with purpose and impact.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

I radiate positivity and confidence wherever I go.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

I lead with integrity and unwavering ethics.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

My decisions are rooted in wisdom and discernment.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

I handle challenges with grace and resilience.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

I am a visionary leader, always seeking new horizons.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



Date _____

I AM _____

Makes me _____

Who/what am I grateful for and why?

Reflect/Meditate and Journal

Confidence and self-assuredness are my allies.

Top 5 Commitments

Additional Tasks

Important Meetings

WHO	TOPIC/OBJECTIVE	NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EOD prep for successful tomorrow

- Finish 3 emails or tasks that will take less than 15 minutes
- Review next day's calendar
- List next day's "Top 5 Commitments"

Habit Tracker



2

Weekly Wrap-up

INSTRUCTIONS: End each week by asking yourself these important questions and notate your answers.

What did I learn this week?

Take a moment to think about what lessons you learned this week. Did you attend a workshop, conference, etc.? Did a challenging situation, task or conversation allow you an opportunity for growth?

What is my biggest success this week and how am I going to celebrate it?

- › As leaders, we often move at such a fast pace that we forget to slow down and acknowledge our successes. What success did you, your team, your company, your family achieve this week? How are you going to celebrate the successes?
- › Consider a handwritten note or a high five to team members, a special dinner with family, a nice glass of wine, a relaxing hot bath or pedicure, etc. Get creative, have fun!

What are you proud of yourself for?

What is something you are proud of yourself for - not your family, team or company - YOU! Be specific and take time to acknowledge what this achievement means to you.

What 3 things do I need to wrap up to finish the week strong?

What tasks need to be finished so you can close out the week strong and set the following week up for success?

Week of _____

What did I learn this week?

What 3 things do I need to wrap up to finish the week strong?

What was my (our) biggest success this week and how am I celebrating?

What am I proud of myself for?

What do I need to prioritize next week to complete my 90-day goals?

Week of _____

What did I learn this week?

What 3 things do I need to wrap up to finish the week strong?

What was my (our) biggest success this week and how am I celebrating?

What am I proud of myself for?

What do I need to prioritize next week to complete my 90-day goals?

3

Goal Planner

INSTRUCTIONS:**Goal**

Define your goal by giving it a name/title.

The Planner

SMART-ify your goal by answering each of the questions in detail. Keep in mind that you want to remember 90 days from now the true intention of the goal.

NOTE: Add your goal work to your daily focus page under Top 5 Commitments on days that you intend to work on your goal.

90-Day Goal Planner

Goal _____

SPECIFIC - What is the purpose of this goal? What are you trying to achieve?

MEASURABLE - What does it look like when this goal is complete?

What are the steps to achieve the goal and what are their due dates?

Milestone 1 _____
 _____ **Due Date** _____

Milestone 2 _____
 _____ **Due Date** _____

Milestone 3 _____
 _____ **Due Date** _____

Milestone 4 _____
 _____ **Due Date** _____

Milestone 5 _____
 _____ **Due Date** _____



ACHIEVABLE - Identify all the resources you will need in order to attain this goal.

Who do you need to work with and on which milestones?

Who do you need to get approval/feedback on and for which milestone?

Are there financial requests that need to be approved?

What obstacles could get in your way of achieving this goal?

Obstacle _____

How do you overcome this obstacle?

Obstacle _____

How do you overcome this obstacle?

Obstacle _____

How do you overcome this obstacle?





RELEVANT - How does this goal support the greater good of the company and the goals we have set?

How does it relate to my role and responsibilities?

TIMELY - What is the due date of the overall goal?



90-Day Goal Planner

Goal _____

SPECIFIC - What is the purpose of this goal? What are you trying to achieve?

MEASURABLE - What does it look like when this goal is complete?

What are the steps to achieve the goal and what are their due dates?

Milestone 1 _____ **Due Date** _____

Milestone 2 _____ **Due Date** _____

Milestone 3 _____ **Due Date** _____

Milestone 4 _____ **Due Date** _____

Milestone 5 _____ **Due Date** _____



ACHIEVABLE - Identify all the resources you will need in order to attain this goal.

Who do you need to work with and on which milestones?

Who do you need to get approval/feedback on and for which milestone?

Are there financial requests that need to be approved?

What obstacles could get in your way of achieving this goal?

Obstacle _____

How do you overcome this obstacle?

Obstacle _____

How do you overcome this obstacle?

Obstacle _____

How do you overcome this obstacle?





RELEVANT - How does this goal support the greater good of the company and the goals we have set?

How does it relate to my role and responsibilities?

TIMELY - What is the due date of the overall goal?



4

Coaching/Forum Prep

INSTRUCTIONS: Prepare ahead of time to get the most out of your coaching and/or forum sessions.

Preparation

Accountability: Did you complete all your commitments (tasks) from the previous session? If not, what do you need to do before the next session?

Check In: On a scale of 1-10, where is your head and heart? Status update: Did you complete your commitments (tasks)? Are your goals on track? Are there any updates on a topic that you brought up last session?

Discussion: What topic are you bringing to the session? If you are stuck on what topic to bring, a few questions to ask yourself in advance include:

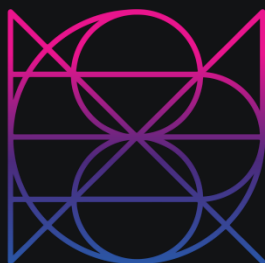
- › What are my current opportunities or challenges?
- › Where do I feel stuck and need support?
- › What's not working in my life, career or business?
- › What is keeping me from my commitments?
- › Do I need to be held accountable for accomplishing a task or goal? If so, what is it?

Notes

Capture your thoughts during your session. Notate any commitments you are making to your coach or forum members.

Reflections/Commitments

Set aside time to reflect and organize your thoughts. Notate any commitments and add them to your daily commitments to ensure you get them done before your next session.



EXCELHER8
LEADERS



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