# 100 Day Roadmap

| Increments | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| **Date** | | | | | | | | | | |
| **Focus / Desired Outcome** | As a result of this course I want to increase my focus and ability to get more done without the frustration. I am a better listener and very present to my team. As a result, my influence and impact grows and my team is more engaged. | | | | | | | | | |
| Keep the Interruption log<br>Download the guidebook | Week 1: Tune in to my distractions and interruptions. | Week 2: Keep the Log | What patterns showed up? What are my action steps to limit distractions? | Turn off alarms<br>Set up email policy | When you are at home - be at home. Leave work at work. | When you are at work. do not "check-in" at home. | Are you more focused? | | | |
| Complete Reflection Worksheet<br>Listen to the 4 minute audio on line: Message from Dr. Howard | | What do you want mindfulness to do for you? | | | | | | | | |
| Review components of mindfulness and think about when you can easily engage this practice. | | | Mindfulness is being<br>Aware<br>Objective<br>Neutral | The present moment is 3 seconds. | | | Are you neutral, aware, objective? | | | |
| Review the Reboot audio online. 2.33 minutes . | | | | Practice the Attention Reboot | What is it like to slow down your internal activity? | Check out Neuroplasticity module: Listen to audio. | | | | |
| Review:<br>A Mindful Approach to Goals<br>The Art of the Ask: Cooperation<br>Mindful Listening | | | Review the Art of the Ask: Cooperation | | Practice Mindful Listening | Stop trying too hard to achieve goals. See everything working out. | Lean in and listen. Turn off devices. | | | |
| Check out the module on Emotional hijacking. | | | | | | | View 3:40 minute video. What happens when you are caught off guard? | Set up your Action Plan for using mindfulness. | Congratulations! Collect your certificate. | |
| Suggested Courses:<br>Resilience Pyramid, The Stress Course | | | | | | | | | | |
| | | | | | | | | | | Next 100 Day Plan |

© All Right Reserved Cynthia Howard RN, CNC, PhD www.worksmart.club