

# TOOL

## STEP-BY-STEP

	MON	TUES	WED	THUR	FRI
MORNING	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:
AFTERNOON	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:
EVENING	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:

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## STEP-BY-STEP

	SAT	SUN
MORNING	<ul style="list-style-type: none"><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul> <p>Mindset:</p> <p>Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low</p> <p>Resources:</p> <p>Collaborators:</p>	<ul style="list-style-type: none"><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul> <p>Mindset:</p> <p>Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low</p> <p>Resources:</p> <p>Collaborators:</p>
AFTERNOON	<ul style="list-style-type: none"><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul> <p>Mindset:</p> <p>Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low</p> <p>Resources:</p> <p>Collaborators:</p>	<ul style="list-style-type: none"><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul> <p>Mindset:</p> <p>Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low</p> <p>Resources:</p> <p>Collaborators:</p>
EVENING	<ul style="list-style-type: none"><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul> <p>Mindset:</p> <p>Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low</p> <p>Resources:</p> <p>Collaborators:</p>	<ul style="list-style-type: none"><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul> <p>Mindset:</p> <p>Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low</p> <p>Resources:</p> <p>Collaborators:</p>

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	MON	TUES	WED	THUR	FRI
MORNING	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:
AFTERNOON	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:
EVENING	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:

STEP-BY-STEP

	SAT	SUN
MORNING	<ul style="list-style-type: none"><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<ul style="list-style-type: none"><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:
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EVENING	<ul style="list-style-type: none"><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:	<ul style="list-style-type: none"><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul> Mindset: Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Resources: Collaborators:

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	MON	TUES	WED	THUR	FRI	SAT	SUN	
MORNING	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Mindset:	Mindset:	Mindset:	Mindset:	Mindset:	Mindset:	Mindset:	
	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
	Resources:	Resources:	Resources:	Resources:	Resources:	Resources:	Resources:	
Collaborators:	Collaborators:	Collaborators:	Collaborators:	Collaborators:	Collaborators:	Collaborators:	Collaborators:	
AFTERNOON	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Mindset:	Mindset:	Mindset:	Mindset:	Mindset:	Mindset:	Mindset:	
	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
	Resources:	Resources:	Resources:	Resources:	Resources:	Resources:	Resources:	
Collaborators:	Collaborators:	Collaborators:	Collaborators:	Collaborators:	Collaborators:	Collaborators:	Collaborators:	
EVENING	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Energy: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
	Resources:	Resources:	Resources:	Resources:	Resources:	Resources:	Resources:	
Collaborators:	Collaborators:	Collaborators:	Collaborators:	Collaborators:	Collaborators:	Collaborators:	Collaborators:	