

Happy Dance Day Planner

Your guide to starting
every day on the right foot!



Five Steps to Dance By:

If you follow these five steps you'll have a more positive start to each day. On the following pages we'll examine each step individually.

1. **Upon waking be thankful.** I make sure to take time in daily contemplation; to think about those in need and reflection about my life, my goals and the contributions I hope to make.
2. **Dance to one of your favorite songs.** I dance to Smash Mouth's, I'm a Believer. Trust me on this one, it gets your vibe going! This is the actual Happy Dance.
3. **Drink strong, sweet coffee in the company of someone you love.** This is a ritual I enjoy and I don't intend to give up. This "someone you love," just might be your cat, your roommate, or for me my best friend and husband, Jeff.
4. **Exercise your body in some way.** I must admit that I'm not faithful with this one, but I'm working on it and so should you!
5. **Plan your day.** This might include showering, dressing, etc. but it also involves thinking about what you wish to accomplish throughout your day. Always have a plan and work your plan.

Dance Step 1

1. Upon waking be thankful ...each morning upon rising take a few minutes to quiet your mind and prepare for your day. You may call this time whatever you choose...prayer, meditation, daily contemplation. Close your eyes, take 10 deep cleansing breaths. Focus on your breathing and as you breathe relax and let go of your worries. When your worries arise, refocus on your breathing.

KEEP A LIST OF ALL YOU'RE THANKFUL FOR: In the space below write down all the things for which you're thankful...make sure to include people, your special skills, places, jobs, finances, or advice you've received.

Dance Step 2

2. Dance to one of your favorite songs ...*What's your favorite dance song? If you have it recorded, or if it's on your MP3 player, make a commitment to play it this morning. Crank it up and shake your booty! Really feel and enjoy the vibe that your favorite song gives you. Listen to your thoughts as you dance...place your hand, palm side down, on your chest and feel the level of your vibration rise...enjoy the minutes...let them set the tone for your day...enjoy the vibe!*

What's your favorite song?

Is it on your MP3 Player? If not, make a commitment to find and download it today!

Remember there isn't anyone who will see you dancing to your song, so really shake your booty. If you're not alone, ask your partner (or friend, roommate, etc.) to dance with you. It'll be fun, you'll see!

Dance Step 3

3. Drink strong, sweet coffee in the company of someone you love

...You might not drink coffee, or enjoy your coffee with sugar...that's alright. Enjoy a quiet space in the morning where you drink something that invigorates you. If you live alone and don't have a pet...get a pet...get a roommate...even if it's a goldfish...talk to your new friend and watch how nice it is enjoying the company.

In the space below take a few minutes to Journal about your morning routine. What can you do to make it more fun and rejuvenating?

Dance Step 4

4. Exercise your body in some way ...If you're already exercising, great and congratulations! If you're not, make a commitment today to find some fun way to move your body. Exercise should be fun, not drudgery!!!

What are the ways you've enjoyed exercise in the past?

What exercise can you fit in to your schedule today that would be enjoyable?

Where can you go to exercise?

Who can you ask to join you in an exercise routine?

Have fun and enjoy the scenery ... and don't forget to take your music along!

Dance Step 5

5. Plan Your Day ...Have a plan and work your plan. Answer the following questions and use the tips and tools on the following pages to get your Happy Dance Plan started.

QUESTIONS to ANSWER:

- *Do you prioritize your time and projects?*
- *What tool are you using to manage your time and projects?*

Useful TIPS and TOOLS:

- *Use the KAT BOX (page 8) to deal with the “stuff” in your life and at work.*
- *Use the Activity Log (page 9).*
- *Use the Time Management Tool (page 10).*

the KAT BOX

How to use the KAT BOX:

A. What you'll need for your KAT BOX:

1. Index card file box
2. Blank index cards



B. How to use your KAT BOX

Use the KAT BOX to manage the “stuff” that comes up during the day that you don’t want to forget to do, but can’t be distracted by at the moment you think of them.

1. Keep a stack of blank index cards on top of your desk.
2. As you’re working on projects you’ll think of things that need to be done (make doctor’s appointment, send an email to a client, follow up with your boss, etc.), don’t stop working on your current project, instead quickly write down what needs to be done or remembered on a blank index card.
3. Put the index card in the KAT BOX.
4. When you’ve finished your current project, read through the index cards in the KAT BOX to see if there is anything that can be done before you move on to the next project.
5. Using the KAT BOX is an excellent way to deal with the disruptions and distractions in your day but not forget to any projects or tasks.

