



MORNING COFFEE JOURNAL/DAILY INTENTION SETTING

Journaling Prompts & Practices

If there is one thing that's certain, it's that life is full of uncertainty. To gain a greater sense of personal power, one of the most caring and effective things we can do for ourselves is make a decision at the start of each day about how we would like to feel and how we want to experience life, whatever shows up. It's easy to go through the day moving from one task and commitment to another, checking things off our list, without much awareness of how we feel. Or worse, getting hijacked by the unexpected event or unpleasant situation that arises.

Setting intentions also helps foster a sense of purpose. Being more mindful of our thoughts, feelings, and actions throughout the day allows us to live more deliberately. It allows us to feel more fulfilled, paying attention to the impact we are having on others and our contributions to our families, organizations, and communities. Here are various ways to put daily intention setting into practice.

Daily Intention Thought Starters

- Think about the day you have planned: Whom will you be with? Where will you be? What do you intend to do? What do you hope to accomplish?
- How do you want to feel throughout the day? Identify the specific emotions and emotional states you would like to cultivate and amplify. (Examples: joy, peacefulness, enthusiasm, confidence, gratitude)

Powerful Questions to Ask Yourself

- What would make today wonderful?
- Is there something I might want to add or change about the day I have planned?
- To empower me to be/do all that I am intending/anticipating, how will I include extraordinary self-care throughout the day?
- How can I add greater meaning, purpose, and value to whatever I am doing today?
- Are there unrealized intentions from yesterday that I want to carry-over into today?
- At the end of the day, looking back, how will I know for sure that it has been a really good day?



Giving Meaning to "Rise and Shine"

- How can I *rise up* in my authenticity, my power, my joy today?
- How can I *rise above* any challenging or less-than-ideal circumstances?
- How can I *rise to* the occasion during the highest stakes moments of my day?
- What do I need to do/how do I need to be to *shine* in the important interactions?
- Whom can I encourage to *shine*, to give the best of themselves today?
- What can I do to assist someone else or my team to *shine* today?



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Activating Your Intention: Creative Visualization

In a quiet place, close your eyes and take several deep breaths. Recalling the essence of your journal entry, visualize your day unfolding with ease and flow. Envision interactions with people and notice the eye contact, the smiles, the sense of connection.

Play out your important activities like a movie, seeing yourself just as you want to be - feeling confident, joyful, or whatever positive emotion feels good and right. You can run through your entire day or just one or two key moments you have planned.

As you complete your visualization, remind yourself of what values, attributes, gifts, or character strengths you will bring out to deliberately create your experience and impact on others. Top off your visualization with a deep breath, a smile, and a sense of enthusiasm for the day.

TIPS: Minding Your Intentions throughout the Day

- Keep your aspirations and values clear and your choices flexible by staying present in each moment.
- Notice how you are feeling. Are you aligned with your intention?
- Check in on your goals. Are you doing what you planned?
- Appreciate happy surprises - the nice things you *didn't* envision that showed up anyway.
- From time to time, recall your visioning exercise to keep it fresh and alive in you.

TIPS: Avoiding Derailment in the Face of Challenge

Something not going as planned or completely *off the rails*?

Pause. Take a breath, a stretch, a walk. Return to the situation at hand with a lighter heart and clearer mind.

Re-evaluate. If things are going wildly off course, recognize what is happening and disengage to re-evaluate. Instead of reacting, take a step back and consider how you want to respond. Check in with your Self and ask: What do I need to do/not do, say/not say, be/not be in this moment? What is the highest and best outcome for all involved and how do I/we move forward with that in mind?

Re-engage. Having created space/spaciousness between the current challenge and your highest vision/intention, state your new intention. Begin again...with curiosity, enthusiasm, and graciousness.

today is a good day
to share
an honest smile
a piece of bread
a gentle gesture of love...

today is a good day
to be grateful
for all that is precious
and sweet and splendid
and well done

today is a good day

From the heart, mind
and pen of Minx Boren
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End of Day Journaling Practice: *Revisiting and celebrating the day*

Having spent the day being as intentional as possible, now is the time to look back and celebrate what made the day wonderful...and interesting...and successful. Only after you have acknowledged all that was good and satisfying and productive and joyful, consider what you have learned, the gifts and opportunities in the challenges you have faced, and how, moving forward, you will apply what you have observed and experienced. And, bonus: ending the day on a positive note promotes restful sleep!