Morning Without Rush

Seven small evening and morning preparations. A printable planner from Good & Steady.

This is a planning organizer, not a routine you have to pass. Each day has one small action in three versions: the usual one, a shorter option, and a backup for when the setting changes. A missed slot is a scheduling fact, not a lack of discipline. Skip anything that does not fit.

Day	Today's step	Your note
1 ☐	**Put one thing ready for tomorrow.** Keys, a document or clothes you already chose. One item, not a full reset. *Shorter:* find just the one document you need.	_____ _____
2 ☐	**Pick your clothes or bag contents.** Decide what you will wear or carry and put it where you will look for it. *Backup:* write it on a note.	_____ _____
3 ☐	**Leave a stopping note for unfinished work.** Write where you will restart and leave the materials in place.	_____ _____
4 ☐	**Decide what can wait.** Choose which calls or messages you still want to receive tomorrow morning. Check your phone maker's own guide for settings, and test your alarm.	_____ _____
5 ☐	**Write tomorrow's first task in one line.** Plain wording: "Send the draft", not "be productive".	_____ _____
6 ☐	**Check the week for changes.** Moved meeting, extra shift, family plan? Write the change down and move the action to a window that is really free.	_____ _____
7 ☐	**Look back.** Which action helped you remember something? Which was extra work? Keep, change or drop.	_____ _____

The three-version idea (usual, shorter, backup) and starting small follow CDC's habit-planning guidance. It does not show that this planner changes your mornings or builds a habit in any set number of days.

Week review

Keep	Change	Drop

One action, three versions

Usual: _____
Shorter option: _____
Backup if the setting changes: _____

The versions are alternatives. Doing all of them is not the aim.

Where these steps come from

Free guides on goodandsteady.com: Build Your Own Bedtime Checklist; How to Plan Healthy Habits When Your Schedule Keeps Changing; Work Notification Boundaries.

Sources: CDC, Fitting a New Habit Into Your Life (cdc.gov/diabetes/prevention-type-2/new-healthy-habits.html); NIDDK, Changing Your Habits for Better Health; Apple Focus and Google Android Modes guides.

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