



Roadside Reflections:

"The Weekly Windshield Check: See the Road Ahead with Clarity"

Weekly Clarity Meeting with Myself

Purpose:

To intentionally prepare my mind, priorities, and energy for the week ahead.

Before the Meeting: Set the Stage

✓ Choose a Quiet Moment:

Sunday evening or Monday morning—no distractions.

✓ Grab Your Tools:

Planner, calendar, to-do list, notebook, or app.

✓ Take a Deep Breath:

Give yourself 10–15 minutes to slow down and think clearly.

During the Meeting: Ask & Answer

1. What Were My Wins Last Week?

- What felt good?
- What did I accomplish (even small things)?
- What progress am I proud of?

2. What Did I Learn?

- What worked well?
- What didn't go as planned—and why?

3. What Are My Top 3 Priorities This Week?

- What 3 things, if done, will make this a successful week?
- What matters most right now?

4. What Potential Roadblocks Could Get in My Way?
 - Energy? Time? Motivation? Distractions?
 - What's the plan to manage or minimize these?
5. What Support, Tools, or Resources Do I Need?
 - Is there something I can get, learn, or delegate to make this easier?
6. What's on My Calendar?
 - Any deadlines, appointments, or prep required?
 - Anything I need to say "no" or "not now" to?
7. What's One Thing I Can Do to Take Care of Me This Week?
 - Rest, fun, connection, or something that feeds my well-being

After the Meeting: Action Steps

- ✓ Write or update your to-do list based on your Top 3.
- ✓ Block time on your calendar for important tasks.
- ✓ Set reminders for key deadlines or habits.
- ✓ Write an encouraging note to yourself ("I've got this.")

Optional Reflection Questions

- What can I let go of this week?
- Where do I want to show up with more intention?
- What would make this week feel satisfying or meaningful?

Personal Clarity Mantras (Choose One for the Week):

"Progress, not perfection."

"I do what matters most."

"Clear mind. Open heart. Steady focus."

"Small steps lead to big change."