



ANCHOR ACTIVITIES WORKSHEET

Anchor activities are a useful tool for helping you ground, focus, and stay energized throughout your day. Choose three activities that regenerate you, relax you, or leave you feeling accomplished. These should be non-work activities that you can commit to doing every day. Treat these as obligations to yourself, for yourself.

Choose an activity you will do to start your day each morning, before beginning work.

Morning



Evening

Midday

Choose an activity you will do each evening after finishing work.

Choose an activity you will do at midday, during your lunch break.

More Information :

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### TIPS

- Use the blocks between your anchor activities to divide your day. For instance, you could take meetings before lunch, work without interruption after lunch, and use your evening anchor to signify the end of your work day. This can be very helpful for those working remotely and struggling with work/life balance.
- The best morning activities are ones that will wake you up, energize your body and or mind.
- Lunch is a good time to embrace some movement, even if it is a casual walk.
- Evening activities work well to signify the move from work to personal time. Use this activity to unwind and relax.
- Consider these activities 'set in stone' and do not allow yourself to skip over them or allow work to interfere with this space.
- Leave your desk, turn off or silence your phone, and be fully present in the moment while doing your anchor activities.
- IDEAS:
  - Workout/ Exercise
  - Walk
  - Meditate
  - Read (non-work material)
  - Journal
  - Listen to music/ Dance
  - Listen to a motivational Podcast

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