



WELCOME TO YOUR DAILY
EXCELLENCE JOURNEY

“When you develop personal excellence in your work and personal life, you will experience and enjoy optimal outcomes that will enable you to lead yourself and others most effectively.”

– *Dr. Tina Woodard (Dr. T)*

HOW TO MAXIMIZE YOUR DAILY EXCELLENCE JOURNAL

There are many well-established benefits of journaling. Your **Daily Excellence Journal** will help you with developing habits of excellence to ascend to higher levels of effectiveness personally and professionally. Therefore, you should follow these steps:

1. **Start journaling today!** There is no time like the present. Take personal responsibility to follow through on your commitment to daily excellence. Leverage courage to try new and uncomfortable things. Jump in and get started. Exercise self-discipline.
2. **Journal as frequently as possible!** Commit to journaling at least 1–3 times per week. Trust this process will produce your desired outcomes to the extent that you make progress on executing your journaling plan.
3. **Develop the habit of journaling daily!** There are eight habits of people who aspire to excel. Reflective journaling is one of those habits. Structure your day to include time to capture your experiences in your Daily Excellence Journal.

WRITE YOUR WAY TO WELL-BEING

Journaling can improve your health and well-being! Write about your experiences—good and challenging—as well as what you think and how you feel about those experiences. Free-write, or writing freely without editing or judging, about your decisions and thoughts. Then reflect on what you have written and capture insights as you ponder what went well, what was your response, and what you would do differently the next time. Write about how you want to develop, who you want to be in the future, as well as how you will change to reflect your future vision. As



you develop the habit of writing in your journal, you will gain perspective, enhance your thinking, and improve your emotional intelligence.

ENGAGE IN THE CAPSTONE COACHING CORNERS

Throughout the journal you will find sections devoted to critical thinking about your vision, dreams, challenges, and potential. Reflective questions are included to stimulate your thoughts at a deeper level. The pages in this section will challenge you and strengthen your habits of daily excellence.

JOIN THE DAILY EXCELLENCE COMMUNITY

As we grow our Daily Excellence community, we want to hear from you. How are you practicing reflective journaling? What are your successes? In what ways are you challenged? Connect with Capstone and Dr. Tina Woodard to share your experiences!



@MyDailyXcellence



@MyDailyXcellence



@drtstake

GO DEEPER WITH EXCEL COACHING

Supplement your learning journey with Excel Coaching, a 12-month coaching engagement that entails five phases of support to accelerate development and elevate leadership skills resulting in achievement of organizational objectives and career aspirations. Visit capstonesolutionsinc.com to schedule a complimentary initial consultation.



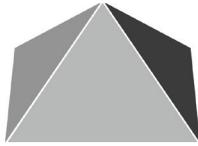


CAPSTONE COACHING CORNER

“The world needs more leaders who
will persist, adapt, lead, and thrive.”

– *Dr. T*





CAPSTONE

PERFORMANCE SOLUTIONS

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Capstone Performance Solutions, Inc. (CPS), a Woman Owned Small Business, is an organizational development and human resource management consulting company that offers a unique combination of experience and expertise to provide strategic, scientific, successful, and sustainable leadership development and talent management solutions to organizations in various sectors. CPS helps leaders and organizations determine their ideal future workforce structure and capabilities, find the right people, create an engaging culture, develop the next generation of leaders, and leverage innovation to improve effectiveness, profitability, and performance. CPS has served over 2,000 leaders. Past and current clients hold leadership roles in such organizations as University of South Carolina, Dalton State College, ReGenesis Health Care, Lyrasis, Microchip, University of Georgia, Savannah State University, Converse College, and Live Oak Public Libraries, among others.

CPS is certified as a Women's Business Enterprise by the Women's Business Enterprise National Council (WBENC), the nation's largest third-party certifier of businesses owned and operated by women. Known for effective and innovative solutions, CPS offers strategic approaches and high-impact solutions that assist clients to continuously improve people and processes that effectively achieve their strategic vision while promoting excellence.

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