# The Productive Day Planner

## No.1 Goal for the Day:

## 3 Main Tasks:
1.  
2.  
3.  

## Time Tracker (25 min intervals)

### Target:

- [ ] 
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## Scheduled Appointments/Calls:

<table>
<thead>
<tr>
<th>TIME</th>
<th>DETAIL</th>
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## Notes:

## Must Do:

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## Can Wait:

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## Time Tracker (25 min intervals)

### Target:

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## Tomorrow:

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# 14 Day Productivity Challenge

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<thead>
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<tbody>
<tr>
<td><strong>01</strong></td>
<td><strong>02</strong></td>
<td><strong>03</strong></td>
<td><strong>04</strong></td>
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<tr>
<td>Define your goals for the month &amp; week</td>
<td>Wake up 30 minutes earlier every day</td>
<td>Write out your to-do list</td>
<td>Clean your work space every afternoon</td>
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<td><strong>05</strong></td>
<td><strong>06</strong></td>
<td><strong>07</strong></td>
<td><strong>08</strong></td>
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<tr>
<td>Set deadlines for your goals</td>
<td>Schedule breaks in your work day</td>
<td>Check your email only twice a day</td>
<td>Get 8 hours of sleep</td>
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<td><strong>09</strong></td>
<td><strong>10</strong></td>
<td><strong>11</strong></td>
<td><strong>12</strong></td>
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<tr>
<td>Looking pretty productive already!</td>
<td>Choose one bad habit to break</td>
<td>Schedule calls and meetings in batches</td>
<td>Batch regular tasks</td>
</tr>
<tr>
<td><strong>13</strong></td>
<td><strong>14</strong></td>
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<tr>
<td>Practice the Pomodoro method</td>
<td>Make a productivity playlist</td>
<td>Choose one healthy habit to develop</td>
<td>Done! Focus on being productive, not busy</td>
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