

THE PRODUCTIVE DAY

PLANNER

DATE:

NO.1 GOAL FOR THE DAY:

3 MAIN TASKS:

- 1.-----

- 2.-----

- 3.-----

SCHEDULED APPOINTMENTS/CALLS:

TIME:	DETAIL:
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TIME TRACKER (25 MIN INTERVALS)

TARGET:



NOTES:

MUST DO:

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CAN WAIT:

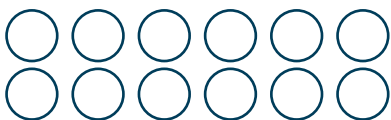
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TOMORROW:

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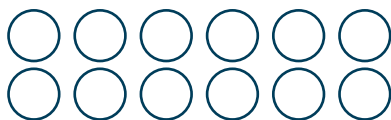
TIME TRACKER (25 MIN INTERVALS)

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14 DAY PRODUCTIVITY CHALLENGE

DEFINE YOUR GOALS FOR THE MONTH & WEEK

01

WAKE UP 30 MINUTES EARLIER EVERY DAY

02

WRITE OUT YOUR TO DO LIST

03

CLEAN YOUR WORK SPACE EVERY AFTER-NOON

04

SET DEAD-LINES FOR YOUR GOALS

05

SCHEDULE BREAKS IN YOUR WORK DAY

06

CHECK YOUR EMAIL ONLY TWICE A DAY

07

GET 8 HOURS OF SLEEP

08

**LOOKING
PRETTY
PRODUCTIVE
ALREADY!**

CHOOSE ONE BAD HABIT TO BREAK

09

SCHEDULE CALLS AND MEETINGS IN BATCHES

10

BATCH REGULAR TASKS

11

PRACTICE THE POMODORO METHOD

12

MAKE A PRODUCTIVITY PLAYLIST

13

CHOOSE ONE HEALTHY HABIT TO DEVELOP

14

**DONE!
FOCUS ON
BEING
PRODUCTIVE,
NOT BUSY**