

# THE PRODUCTIVE DAY

## PLANNER

DATE:

NO.1 GOAL FOR THE DAY:

### 3 MAIN TASKS:

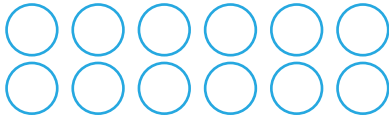
- 1.-----  
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- 2.-----  
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- 3.-----  
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### SCHEDULED APPOINTMENTS/CALLS:

TIME:	DETAIL:
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TIME TRACKER (25 MIN INTERVALS)

TARGET:



### NOTES:

### MUST DO:

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### CAN WAIT:

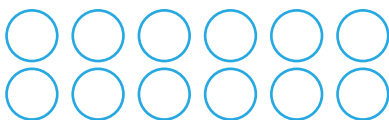
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### TOMORROW:

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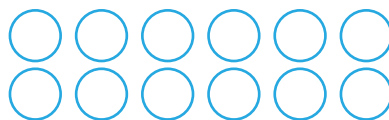
TIME TRACKER (25 MIN INTERVALS)

TARGET:



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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 AFTERNOON

04

SET DEADLINES 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 MEETING IN BATCHES

10

BATCH REGULAR TASKS

11

PRACTISE THE POMODORO METHOD

12

MAKE A PRODUCTIVITY PLAYLIST

13

CHOOSE ONE HEALTHY HABIT TO DEVELOP

14

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