

PRODUCTIVITY PLANNER

Today is _____

PROJECTS

Project #1 _____

5 big things I must do to move this project forward:

1. _____
2. _____
3. _____
4. _____
5. _____

Project #2 _____

5 big things I must do to move this project forward:

1. _____
2. _____
3. _____
4. _____
5. _____

Project #3 _____

5 big things I must do to move this project forward:

1. _____
2. _____
3. _____
4. _____
5. _____

PEOPLE

People I need to reach out to today:

PRIORITIES

The main things I must complete today, no matter what: