

Daily Productivity Planner

Purpose of this Tool

Taking just 5 to 10 minutes each morning to plan your day will make you dramatically more productive, and help to keep you focused and motivated on the most important thing.

This planning can save you hours in lost productivity each day and will ultimately help you reach your goals faster.

This one page productivity planner is to be used daily to help you be your most productive.

ACTION:

1. Take 5 to 10 minutes each morning, before you do any work (including checking emails) to complete the daily productivity planner.
2. Under "Project", write down your most important project or thing you need to complete in your life.
3. Under "Tasks/Activities", break down that project into specific tasks that you will do today to help you complete your project.
4. Continue to complete for those projects of secondary importance.
5. Start immediately on your first activity on your most important project and continue to work through each activity.
6. Under "Notes / New Tasks", capture any new tasks you may need to do here. You don't have to do these today. Simply capture them so you can look over them at the end of the day to help plan tomorrow.
7. Under "Review", take 5 minutes at the end of each day to reflect on your productivity. How much did you get through? What kept you motivated? What distracted you?

TIPS:

- Always start on your most important thing first thing in the morning when you have the most willpower and energy. In the morning you are also less likely to have things being thrown at you that can take your day off course.
- Make sure you prioritize your tasks and activities and do the most important task/activity first.
- Always ensure you spend a minute or two at the end of the day reflecting and writing down a review (under "Review") of your productivity. This simple process helps you focus and learn from your progress that day.
- You can complete this template on the evening prior so you can therefore get started immediately on your first task when you start your work the next day.

Daily Productivity Planner – Completed Example

Most Important Thing

Project	Tasks/Activities
<i>Mentoring guidelines</i>	1. <i>Build out Account Manager mentor requirements</i>
	2. <i>Flesh out the 3 types of mentors (with examples)</i>
	3. <i>Create mentor sign-up sheet</i>
	4. <i>Develop communication deck</i>
	5.

Secondary Things of Importance

Project	Tasks/Activities
<i>Onboarding plans</i>	1. <i>Confirm start date of new hires (Tim Jones)</i>
	2. <i>Schedule first two weeks of onboarding</i>
	3.

Project	Tasks/Activities
<i>Service video</i>	1. <i>Print and read script</i>
	2. <i>Dial-in to webinar @2pm (ph 9476 xxxx, access# 67484)</i>
	3.

Notes / New Tasks

Email Rick insights from interview
Book plane ticket to London

How Was My Productivity Today?

By far my BEST DAY IN A LONG TIME!! Smashed it out... massively productive. Got through all the mentoring guidelines AT LAST! Huge pat on back for me today 😊 P.S. listening to epic music on Spotify kept me super-motivated today.

Daily Productivity Planner

Most Important Thing

Project	Tasks/Activities
	1.
	2.
	3,
	4.
	5.

Secondary Things of Importance

Project	Tasks/Activities
	1.
	2.
	3,

Project	Tasks/Activities
	1.
	2.
	3,

Notes / New Tasks

How Was My Productivity Today?