

Today's Date:

PRODUCTIVITY PLANNER



Top Priorities: The things I must complete today, no matter what.

People:

The people I need to reach out to today:

The people I need something from to move forward:

Long-Term Projects:

Project #1 _____ Project #2 _____ Project #3 _____

5 things I must do to move this project forward:

- | | | |
|----------|----------|----------|
| 1. _____ | 1. _____ | 1. _____ |
| 2. _____ | 2. _____ | 2. _____ |
| 3. _____ | 3. _____ | 3. _____ |
| 4. _____ | 4. _____ | 4. _____ |
| 5. _____ | 5. _____ | 5. _____ |