

PRODUCTIVITY PLANNER



Time Planner

6am

7am

8am

9 am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

6pm

7pm

8pm

9pm

Date

Today's One Thing

Secondary Tasks

1

2

3

Notes

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NOTES



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This template could be used daily or just when you want to check in on what you are spending your time on.

Ideally you want to plan your day the night before, if you can't, make sure it's your first task of the day so you start your working day of with a clear goal and structure.

This is a chart to print off and hand write on, as often committing pen to paper helps you focus more than using something digital which can be easily amended.

Identify your 'One Thing' for the day. Your most important task which above all else must be done and commit it to paper.

Then identify a maximum of three secondary tasks which it would be ideal to get done (providing your one thing is completed).

The note section is for any reminders you might need or you could use it to jot down other jobs you will need to do at some point as they pop into your head to help you plan for tomorrow.

The Time Planner could be used in two ways:

- 1) **PLAN YOUR DAY OUT HOUR BY HOUR.** Identify when you have physical commitments so you can see the time blocks you have to do your other tasks.
- 2) **TRACK YOUR DAY AS YOU GO ALONG.** Write down what you actually do in each hour and then review where you could have been more productive or where you wasted time on unnecessary tasks so that you can identify and rectify any unproductive habits.