

Daily Productivity Planner

Date: _____

Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.

~ Paul J. Meyer

What projects are you working on and what are some actions you can take TODAY to move those projects forward?

Project: _____ Project: _____ Project: _____

To-Do list for this project

To-Do list for this project

To-Do list for this project

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

People I Need To Follow Up With

Who do you need to speak to and why

1. _____
2. _____
3. _____

Appointments/ Meetings

Anything that needs to happen at a certain time

1. _____
2. _____
3. _____

Notes for tomorrow