



Daily Productivity Planner

GOALS / TASKS

Goal / Task

#1: _____

5 big things I must do to move this goal/task forward:

- 1.
- 2.
- 3.
- 4.
- 5.

Goal / Task

#2: _____

5 big things I must do to move this goal/task forward:

- 1.
- 2.
- 3.
- 4.
- 5.

Goal / Task

#3: _____

5 big things I must do to move this goal/task forward:

- 1.
- 2.
- 3.
- 4.
- 5.

PRIORITIES

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

List the priorities and to-dos that must be accomplished today and DO these before anything else.

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

WHAT WOULD MAKE MY DAY GREAT?

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