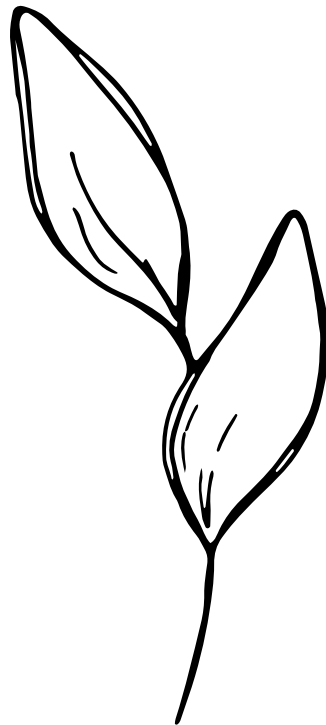




MY

PRODUCTIVITY

PLANNER

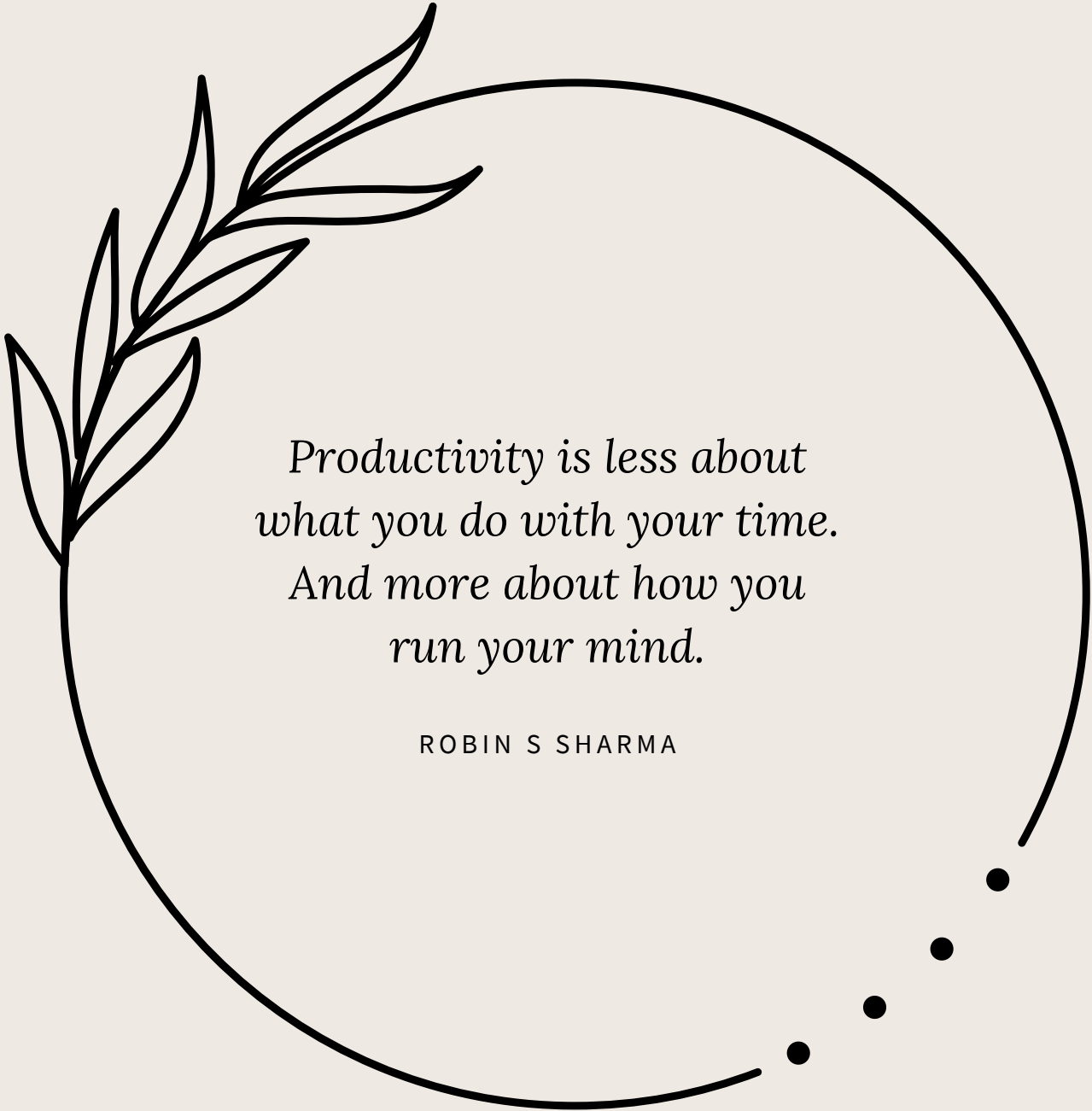


NAME



10 Tips For Being Productive

- Avoid trying to multi-task - if something needs immediate attention, reschedule your original task.
- Plan in regular breaks to help you relax and refresh.
- Do your most challenging task before any other.
- Create a distraction-free period each day - a few hours when you turn off notifications and are unavailable.
- Schedule challenging tasks during times when you have most energy.
- Group similar tasks together.
- Don't be afraid of making mistakes - treat mistakes as learning opportunities.
- Track your time so you know where your time is spent.
- Learn to say no to tasks that don't contribute to your goals.
- Have a consistent morning ritual of mindfulness and meditation to help you reduce stress and improve your focus.



*Productivity is less about
what you do with your time.
And more about how you
run your mind.*

ROBIN S SHARMA

How To Be Productive

Answer the questions below to help to make your day more productive.

What are my long term goals?

What time of day am I the most productive?

What interrupts or distracts me?

Am I taking proper breaks?

What's Important?

To understand what your values are and what is important to you, answer the questions in this page.

What motivates you to get up in the morning?

What keeps you up at night?

Why do you live where you live?

Why do you do the work you do?

Why do you buy what you buy?

Why do you have the friends you do?

Why do you desire what you desire?

When are you at your happiest?

What's Important?

Rank the important things in your life in this top ten list. Then estimate the proportion of time you dedicate to this and add this to the time column.

	IMPORTANT THING IN YOUR LIFE	TIME
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Look at your results. Do you spend most of your time on the things you believe to be most important?



Making Decisions

Summary of decision

Decision date

Who the decision impacts

What information is needed to make the decision?

Option 1		Option 2	
Advantages	Disadvantages	Advantages	Disadvantages
			

Conclusion

Time Audit

Carry out a time audit to find out how your time is actually being spent. Track your activity throughout a typical day and then consider the following questions to help you reflect on how you spend your time.

Can you identify areas where time is wasted?

Where are your peak energy levels?

Do you notice any gaps between what you believe is important and how you invest your time?

Are there any areas where you can improve your use of the time available?

Schedule Planner

TIME	ACTIVITY
06:00 - 08:00	
08:00 - 10:00	
10:00 - 12:00	
12:00 - 14:00	
14:00 - 16:00	
16:00 - 18:00	
18:00 - 20:00	
20:00 - 22:00	
22:00 - 24:00	
24:00 - 02:00	
02:00 - 04:00	
04:00 - 06:00	

The Pomodoro Technique

Source: Francesco Cirillo



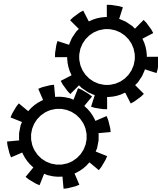
Decide on the task you need to do

This can be any task that you need to get done and something that will require your full attention.



Set timer to 25 minutes

Commit to spending 25 minutes on this task with no interruptions or distractions.



Work on task until timer rings

Spend the next 25 minutes immersed in the task.



Make a check on paper

This check shows you've successfully completed one session.



Take a 5 minute break

You can do anything here that's not related to the task: have a drink, stretch, take a short walk.



After 4 check marks take a 30 minute break

Now you can take a longer break. During this time your brain will assimilate the new information and be ready for your next session.

Action Planner

THE GOAL

ACTION STEPS	DATE	CHALLENGES	IMPACT/EVIDENCE
1			
2			
3			

BARRIERS AND OBSTACLES	SOLUTIONS TO BARRIERS

NOTES

Project Planner

PROJECT DESCRIPTION

TOOLS AND RESOURCES

START DATE:

END DATE:

BUDGET:

MILESTONES

BREAK IT DOWN

To Do

URGENT

IMPORTANT

EASY

CAN WAIT

Daily Plan

PRIORITY

TO-DO
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

	SCHEDULE
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	

Weekly Overview

MAIN GOAL

ACTION STEPS	
1.	
2.	
3.	

PERSONAL TO DO LIST

<hr/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>

WORK TO DO LIST

<hr/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>

HABITS

	M	T	W	T	F	S	S
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES

Weekly Planning

Plan for a successful week by identifying your priorities and setting five important tasks to be completed before any other tasks.

Most important tasks for the week	
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
Other tasks for the week	

Year Planner

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

30-Minute Planner

MORNING

4:30	
5:00	
5:30	
6:00	
6:30	
7:00	
7:30	
8:00	
8:30	
9:00	
9:30	
10:00	
10:30	
11:00	
11:30	
12:00	

AFTERNOON

12:30	
13:00	
13:30	
14:00	
14:30	
15:00	
15:30	
16:00	
16:30	
17:00	
17:30	
18:00	
18:30	
19:00	
19:30	
20:00	

Daily Review

What went well today

ACHIEVEMENTS

Thoughts and feelings about today

How I'll improve tomorrow

Weekly Review

This week's score out of 10

Week:

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

My achievements

What went well

What could have been better

What I learned

How next week will be better

Monthly Review

This month's score out of 10

Month:

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

A summary of the month

What went well

What could have been better

What I learned

Important memories

How next month will be even better

Mind Map

