Productivity Plan

Congratulations! You have completed the course. It's time for you to finish your productivity plan!

- Your productivity plan is basically a checklist, a combination of all the homework you have done

- Your productivity plan should include
  - Your Ideal Day/Week
  - Your List of S.M.A.R.T goals
  - Your Current Week (Time-Tracking)
  - Your To-Do List
  - Your Enviroment Enhancement Plan

- Based on these activities, you should be able to:
  - Set goals for your ideal life
  - Prioritize your tasks better
  - Spend time on the things that matter
  - Minimize distractions
  - Get work done faster