PRODUCTIVITY

PLANNER

How to Use
THE PRODUCTIVITY PLANNER

1 First things first. When writing in the Productivity Planner, less is more. Write down the Most Important Task of the Day. Don't overthink it. **Remember** - *If this was the only thing you completed today, you would be satisfied with your workday.*

MOST IMPORTANT TASK OF THE DAY
If this was the only thing you did today you'd be satisfied.

1. <u>Edit a productivity video</u>   4   ●●●○○   3
                                              Target   Track 25min/bubble   Actual

Next, you will want to write any other tasks of the day, ordered by priority. Limit total tasks to three to five. It is better to finish up your current list before adding more tasks.

SECONDARY TASKS OF IMPORTANCE
Completion of these tasks will make the day even better.

2. <u>Book flight and hotel to New York</u>   2   ●●○○○   2

3. <u>Skype with Alexa</u>   1   ●○○○○   1

ADDITIONAL TASKS
Do these only after you have completed the tasks above.

4. <u>Contact suppliers for new product</u>   1   ●○○○○   1

5. <u>Reply to E-mails</u>   3   ●●●○○   3

2 Ensure your tasks are written effectively – Are they concrete? Actionable? Self-explanatory? Do they need to be broken up into smaller tasks?

Getting this right will exponentially increase your effectiveness in getting things done.

3 Estimate or set the number of Pomodoros you will complete for each task by filling in the target boxes for each task.

1. _Edit a productivity video_ [4] ○ ○ ○ ○ ○ [ ]
Target   Track 25min/bubble   Actual

2. _Book flight and hotel to New York_ [2] ○ ○ ○ ○ ○ [ ]
Target   Track 25min/bubble   Actual

4 Time to start a Pomodoro. Clear your environment of distractions. Start the timer and focus on The Most Important Task of the Day. When 25 minutes is up, take a well-deserved, 5 minute break and keep going. **Do not start Task #2 before you finish Task #1. This is critical to the creation of _flow_.**

5 Once you have done The Most Important Task of the Day, move to Task #2 from Additional Tasks and so on.

6 At the end of the work day, fill in your Productivity Score.

PRODUCTIVITY SCORE

How productive were you today on a scale of 1-10? What happened?

1   2   3   4   5   6   7   ⑧   9   10

This is the time to review your productivity, but there is no need to be harsh! Be honest, yet kind to yourself. How could you have improved? What went well?

7 Finally, before the day ends or the next morning, fill in the tasks for your next work day. This is an incredibly important step of this process. It helps you start the next workday knowing exactly what needs to get done.

PRODUCTIVITY PLANNER

Quick Guide

Date __8__ / __14__ / 20 __18__

(1)

Amateurs sit and wait for inspiration,
the rest of us just get up and go to work.

STEPHEN KING

(2) **MOST IMPORTANT TASK OF THE DAY**

If this was the only thing you did today you'd be satisfied.

(3)

1. *Edit a productivity video* — | 4 | ●●●○○ | 3 |
   Target — Track 25min/bubble — Actual

(4) **SECONDARY TASKS OF IMPORTANCE**

Completion of these tasks will make the day even better.

2. *Book flight and hotel to New York* — | 2 | ●●○○○ | 2 |

3. *Skype with Alexa* — | 1 | ●○○○○ | 1 |

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. *Contact suppliers for new product* — | 1 | ●○○○○ | 1 |

5. *Reply to E-mails* — | 3 | ●●●○○ | 3 |

(5) **NOTES**

Extra space for ideas, future tasks, inspiration, etc.

Tomorrow - e-mail Elon Musk about Productivity Planner

Observation: doing e-mails last allows me to get more done

Design templates for Kevin

(6)

PRODUCTIVITY SCORE

How productive were you today on a scale of 1-10? What happened?

1 2 3 4 5 6 7 (8) 9 10

Great day. I was focused and productive. Did pomodoros.

1 **Quote of the Day –** To inspire you to seize the day.

2 **Most Important Task of the Day (MIT)**

Remember: Your most important task is usually the most uncomfortable and susceptible to the dreaded state of procrastination!

3 **This is where the magic happens. Pay close attention.**

First, you estimate or "target" the increments of time blocks (or 'Pomodoros' lasting 25 minutes) that the task will take to complete. Write this number down in the box above the word 'Target'.

Next, you start completing your Pomodoros and fill in the bubbles as you complete the work. Once the task is done, you enter the number of Pomodoros it took in the box above 'Actual'.

Simple but powerful.

4 **Important tasks apart from the Most Important Task of the Day**

5 **Your space.** Any ideas? Notes? Interruptions? Something you want to note down quickly? Want to keep track of something daily? This is your all-purpose space for all of the above.

6 **Productivity Score – Rate your productivity.** Be honest with yourself. Learn your productive patterns. What do you think you could have done differently to improve your productivity today? How will you improve?

WEEKLY PLANNING

A new week brings new possibilities. The purpose of Weekly Planning is to plan for success by determining, before the week begins, your highest priorities.

The Most Important Tasks get filled out first because, well, they are the most important!

Remember: These will typically take between 1 and 5 Pomodoros. If it will take less than one, add up a few of the smaller, related tasks. If it will take more than five, break the main project into smaller tasks.

Next up, we have the additional tasks for the week. Resist the urge to do them before the most important tasks!

Finally, you answer the question - What is one thing you can commit to this week that will make you significantly more productive?

You'll want to answer this question in the affirmative – "*I commit to filling out the next day's tasks at the end of the workday."*

This allows you to clearly define one objective that will significantly increase your productivity.

WEEKLY PLANNING

Week of _____

FIVE MOST IMPORTANT TASKS OF THE WEEK
If these were the only tasks you completed during the week you'd be satisfied.

1. _____ ☐

2. _____ ☐

3. _____ ☐

4. _____ ☐

5. _____ ☐

SECONDARY TASKS OF IMPORTANCE
Do these only after you have completed the above tasks.

6. _____ ☐

7. _____ ☐

8. _____ ☐

9. _____ ☐

10. _____ ☐

ADDITIONAL TASKS
Do these only after you have completed the above tasks.

11. _____ ☐

12. _____ ☐

13. _____ ☐

14. _____ ☐

15. _____ ☐

COMMITMENT
What one action will you take to make this week more productive?

_____ ☐

Date ___ / ___ / 20 ___

Start where you are. Use what you have.
Do what you can.

ARTHUR ASHE

MOST IMPORTANT TASK OF THE DAY
If this was the only thing you did today you'd be satisfied.

1. _____   ⬜ ⭕⭕⭕⭕⭕ ⬜

Target   Track 25min/bubble   Actual

SECONDARY TASKS OF IMPORTANCE
Completion of these tasks will make the day even better.

2. _____   ⬜ ⭕⭕⭕⭕⭕ ⬜

3. _____   ⬜ ⭕⭕⭕⭕⭕ ⬜

ADDITIONAL TASKS
Do these only after you have completed the tasks above.

4. _____   ⬜ ⭕⭕⭕⭕⭕ ⬜

5. _____   ⬜ ⭕⭕⭕⭕⭕ ⬜

NOTES
Extra space for ideas, future tasks, inspiration, etc.

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PRODUCTIVITY SCORE
How productive were you today on a scale of 1-10? What happened?

1   2   3   4   5   6   7   8   9   10

_____

Date ___ / ___ / 20 ___

Deciding what not to do is as important as deciding what to do.

STEVE JOBS

MOST IMPORTANT TASK OF THE DAY
If this was the only thing you did today you'd be satisfied.

1. _____   ☐   ○ ○ ○ ○ ○   ☐
                                      Target   Track 25min/bubble   Actual

SECONDARY TASKS OF IMPORTANCE
Completion of these tasks will make the day even better.

2. _____   ☐   ○ ○ ○ ○ ○   ☐

3. _____   ☐   ○ ○ ○ ○ ○   ☐

ADDITIONAL TASKS
Do these only after you have completed the tasks above.

4. _____   ☐   ○ ○ ○ ○ ○   ☐

5. _____   ☐   ○ ○ ○ ○ ○   ☐

NOTES
Extra space for ideas, future tasks, inspiration, etc.

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PRODUCTIVITY SCORE
How productive were you today on a scale of 1-10? What happened?

1   2   3   4   5   6   7   8   9   10

Date ___ / ___ / 20 ___

If you think you're too small to have an impact,
try going to bed with a mosquito.

ANITA RODDICK

MOST IMPORTANT TASK OF THE DAY
If this was the only thing you did today you'd be satisfied.

1. _____   ☐ ○ ○ ○ ○ ○ ☐

Target   Track 25min/bubble   Actual

SECONDARY TASKS OF IMPORTANCE
Completion of these tasks will make the day even better.

2. _____   ☐ ○ ○ ○ ○ ○ ☐

3. _____   ☐ ○ ○ ○ ○ ○ ☐

ADDITIONAL TASKS
Do these only after you have completed the tasks above.

4. _____   ☐ ○ ○ ○ ○ ○ ☐

5. _____   ☐ ○ ○ ○ ○ ○ ☐

NOTES
Extra space for ideas, future tasks, inspiration, etc.

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PRODUCTIVITY SCORE
How productive were you today on a scale of 1-10? What happened?

1   2   3   4   5   6   7   8   9   10

Date ___ / ___ / 20 ___

The most important thing about art is to work.
Nothing else matters except sitting down every day and trying.

STEVEN PRESSFIELD

MOST IMPORTANT TASK OF THE DAY
If this was the only thing you did today you'd be satisfied.

1. _____   ☐   ◯ ◯ ◯ ◯ ◯   ☐
                                    Target   Track 25min/bubble   Actual

SECONDARY TASKS OF IMPORTANCE
Completion of these tasks will make the day even better.

2. _____   ☐   ◯ ◯ ◯ ◯ ◯   ☐

3. _____   ☐   ◯ ◯ ◯ ◯ ◯   ☐

ADDITIONAL TASKS
Do these only after you have completed the tasks above.

4. _____   ☐   ◯ ◯ ◯ ◯ ◯   ☐

5. _____   ☐   ◯ ◯ ◯ ◯ ◯   ☐

NOTES
Extra space for ideas, future tasks, inspiration, etc.

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PRODUCTIVITY SCORE
How productive were you today on a scale of 1-10? What happened?

1   2   3   4   5   6   7   8   9   10

Date ___ / ___ / 20 ___

Consider everything an experiment.
CORITA KENT

MOST IMPORTANT TASK OF THE DAY
If this was the only thing you did today you'd be satisfied.

1. _____   ☐ ○○○○○ ☐
Target   Track 25min/bubble   Actual

SECONDARY TASKS OF IMPORTANCE
Completion of these tasks will make the day even better.

2. _____   ☐ ○○○○○ ☐

3. _____   ☐ ○○○○○ ☐

ADDITIONAL TASKS
Do these only after you have completed the tasks above.

4. _____   ☐ ○○○○○ ☐

5. _____   ☐ ○○○○○ ☐

NOTES
Extra space for ideas, future tasks, inspiration, etc.

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PRODUCTIVITY SCORE
How productive were you today on a scale of 1-10? What happened?

1   2   3   4   5   6   7   8   9   10

_____

WEEKLY NOTES

WEEKLY REVIEW

"Continuous improvement is better than delayed perfection."

MARK TWAIN

The weekly review involves you quickly glancing back at the week so you can get a sense of how much you have accomplished. This will help your criticial evaluation of what worked, what didn't, and what to change to make your next week even more productive.

The habit of looking at your tasks, both completed and incomplete, builds a strong feedback loop that teaches you about your particular patterns of productivity. In this instant, it is truly about you!

On the following page you will find your first weekly review. Remember, honesty is the best policy.

WEEKLY REVIEW

Week of _____

WEEKLY WINS
What's going well? Any wins (big or little)?

_____

_____

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_____

WHAT TASKS WERE NOT COMPLETED?
Recommit to complete these tasks next week

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_____

WHAT HAVE YOU LEARNED?
How will you implement this in the future?

_____

_____

_____

NEXT WEEK
What actions will you take to ensure your week is productive?

_____

_____

_____