

PRODUCTIVITY

PLANNER

COPYRIGHTED
FOR PERSONAL USE ONLY

THIS DOCUMENT MAY NOT BE:

E-MAILED, SHARED ELECTRONICALLY OR PHYSICALLY,
MANIPULATED, COPIED, REPRINTED, SOLD FOR PROFIT, ALTERED
IN ANY FORMS OR MEANS WITHOUT THE PERMISSION OF THE
ORIGINAL OWNER.

Created by
INTELLIGENT CHANGE



GET IN TOUCH

hello@productivityplanner.com

BE A STOCKIST

sales@intelligentchange.com

*Created by **Alex Ikonn** & **UJ Ramdas***

Published by Intelligent Change Inc.
ISBN 978-0-9918462-2-1

*Director **Mimi Ikonn** Editor **Bruce Freeman***

© 2015 Intelligent Change. All rights reserved. All material in this planner may not be reproduced, transmitted or distributed in any form without the written permission of Intelligent Change.

Pomodoro® and The Pomodoro Technique® are trademarks of Francesco Cirillo. The Productivity Planner and Intelligent Change are not affiliated, associated with, or endorsed by The Pomodoro Technique™ or Francesco Cirillo. Learn more on www.pomodorotechnique.com

Printed in China on paper certified by the FSC®.

PRODUCTIVITY PLANNER

www.productivityplanner.com

DEDICATION

*To lifelong learners and doers.
You're changing the world every day.*

FIVE REASONS YOU'LL LOVE THE PRODUCTIVITY PLANNER

1. A Sense of Accomplishment - Have you ever finished your day incredibly satisfied with your work? Isn't that the feeling we all chase? How often do you actually get there? By using the Productivity Planner daily you will achieve great things in your life and work. Consistently.

We've done the hard work of compiling productivity hacks used by successful people throughout history into this simple tool that you can now use to make your own mark on the world.

2. Easy to Use - Productivity isn't about Jedi mind tricks. It is about combining a few simple, effective techniques. Doing the most important thing first, single-tasking, and using evaluation to improve your productivity are simple and powerful techniques all combined in the Productivity Planner in a format that you will love using daily.

3. You Will Get in *Flow* - It's proven that being engaged with your work increases your productivity, reduces stress and is a key to happiness at work. The most critical factor in your work is learning how to move through tasks quickly and consistently. This is what the Productivity Planner is designed to do. Over time, being in *flow* while you work will be your natural state.

4. You Will Be Inspired - As Zig Ziglar put it, "People often say that motivation doesn't last. Well, neither does bathing - that's why we recommend it daily." This is why every day of the Productivity Planner starts with a productivity focused inspirational quote. It's all designed to maximize your success.

In addition, every week will start with a featured quote to set you on the right path for the week ahead.

5. You Will Improve Daily - What if at the end of every day you evaluated your productivity on a scale of 1-10, isolated causes of high/low productivity, and implemented the changes the next day? How do you think this would impact your productivity over time? Over days and weeks, this is a powerful technique to create self-awareness, evaluate yourself and get better at managing your time wisely.

Let's get started.

CONTENTS

THE CONCEPT	9
A LEGENDARY TO-DO LIST TALE	11
HACKING PRODUCTIVITY	12
TIPS FOR A BETTER TO-DO LIST	15
THE ART OF WRITING YOUR TASKS	16
THE POMODORO TECHNIQUE®	18
HOW TO USE BREAKS EFFECTIVELY	21
TIME TRACKING	23
HOW TO USE: THE PRODUCTIVITY PLANNER	28
YOUR COMMITMENT	30
QUICK GUIDE	32
WEEKLY PLANNING	34
PRODUCTIVITY PLANNER	35
WEEKLY REVIEW	42
ACKNOWLEDGEMENTS	242



THE CONCEPT

We, at Intelligent Change, have tried many strategies to increase our productivity: index cards, starting off the day with the easiest task, daily accountability, and nearly every productivity app that exists. However, we were not able to find a method that made us significantly more productive and that we actually enjoyed using on a daily basis. This is why we created the Productivity Planner. It's a beautifully put together planner that integrates time-proven productivity hacks used by some of the most successful and productive people in the world!

Our main idea is that you can achieve more with less. By having a maximum of three to five tasks a day, doing the most important task first, and working on only one task at a time with the help of the Pomodoro Technique®, you will be able to finish the projects that you have been procrastinating on and achieve great things. The Productivity Planner seamlessly integrates all of these techniques into your own personal productivity sidekick that will be by your side daily.

It's all here. Made simple for you.

Alex Ikonn & UJ Ramdas
Co-Founders of Intelligent Change

***Live,
love,
laugh,***
LEAVE A LEGACY.

STEPHEN COVEY

A LEGENDARY TO-DO LIST TALE

Charles M. Schwab, the successful steel magnate, has been mentioned by several noted authors of his time, including Napoleon Hill (Think and Grow Rich) and Dale Carnegie (How to Make Friends and Influence People) because of his obsession with efficiency.

In the early 1900s, Charles was frustrated at the lack of productivity of his staff. He promised to reward the person who increased productivity for Bethlehem Steel. In his search, he came across Ivy Lee, who gave him a singular life-changing piece of advice.

EVERY EVENING BEFORE FINISHING WORK:

- Write down 3-5 things you plan to get done the next day
- Rank them from highest to lowest priority
- In the morning, start working on the task of highest priority
- Only move on to task #2 when you've completed #1
- Repeat

Ivy Lee stressed on the importance of completing the tasks in order of priority and resisting the urge to go to the next task before completing the previous one. If you don't complete the list of five tasks, do not sweat it. If you get three or four of the tasks done, that is just fine. The important thing is to maintain focus on getting the highest priority task done.

At the end of three weeks, Charles Schwab sent Ivy Lee a cheque for \$25,000 (that would be a cool \$297,256.23 in 2015) with a note mentioning that it was the one of the most valuable pieces of business advice he had ever received.

In just five years, the unknown Bethlehem Steel Company became the single biggest independent steel producer, making Schwab one of the wealthiest people in the world.

HACKING PRODUCTIVITY

“The main thing is to keep the main thing the main thing.”

STEVEN COVEY

Behavioural economists have talked at length about ‘ego-depletion’, which basically means that human beings have a limited amount of decision-making ability in each day. You might have noticed that Steve Jobs always wore a black turtleneck and Mark Zuckerberg always wears a grey t-shirt. By pre-choosing what to wear, they free up their decision-making to focus on the important stuff.

Not to worry, we are not asking you to wear the same thing every day. We simply want you to focus on the most important task of the day first, before you start getting distracted with e-mails. This will help you concentrate all your mental energy in an effective, streamlined fashion. Every day.

Tim Ferriss, author of three #1 New-York Times bestsellers including *The 4-Hour Workweek*, explains his “secret” to productivity on the following page. It is simple and incredibly effective.

“*Personally, I suck at efficiency (doing things quickly). Here’s my coping mechanism and 8-step process for maximizing efficacy (doing the right things):*

1. Wake up at least 1 hour before you have to be at a computer screen. E-mail is the mind killer.
2. Make a cup of tea (I like pu-erh) and sit down with a pen/pencil and paper.
3. Write down the 3-5 things — and no more — that are making you most anxious or uncomfortable. They’re often things that have been punted from one day’s to-do list to the next, to the next, to the next, and so on. Most important usually = most uncomfortable, with some chance of rejection or conflict.
4. For each item, ask yourself: “If this were the only thing I accomplished today, would I be satisfied with my day?” - “Will moving this forward make all the other to-do’s unimportant or easier to knock off later?”
5. Look only at the items you’ve answered “yes” to for at least one of these questions.
6. Block out at 2-3 hours to focus on ONE of them for today. Let the rest of the urgent but less important stuff slide. It will still be there tomorrow.
7. TO BE CLEAR: Block out at least 2-3 HOURS to focus on ONE of them for today. This is ONE BLOCK OF TIME. Cobbling together 10 minutes here and there to add up to 120 minutes does not work.
8. If you get distracted or start procrastinating, don’t freak out and downward spiral; just gently come back to your ONE to-do.

Congratulations! That’s it.

TIM FERRISS

”

The Productivity Planner helps streamline this process in addition with other tools to make you even more productive.

Core Concept: “**What you do** is more important than **how you do it** and doing something **well** does **not** make it **important**.” - *Tim Ferriss*

HOW TO DECIDE ON THE MOST IMPORTANT THING

This may be obvious on certain days, when certain tasks need to get done and you are on a deadline. On other days, you might have several things that do not have a hard deadline and you might have a more difficult time deciding.

There is a simple way to figure this out. As Tim shared on the previous page: **most important = usually most uncomfortable/most procrastinated upon** with some chance of rejection or conflict.

Go through your list and ask yourself:

What's uncomfortable here? What have I procrastinated on for quite a while?

Then make sure that this task will significantly move you forward towards a successful outcome by asking these additional questions:

If this were the only thing I accomplished today, would I be satisfied with my day? Will moving this forward make all the other to-do's unimportant or easier to knock off later?

WHEN TO WRITE IN THE PRODUCTIVITY PLANNER

The ideal time to fill out the Productivity Planner for the next day is at the end of the current workday. You will then start every day knowing exactly what needs to be done.

TIPS FOR A BETTER TO-DO LIST

“If you fail to plan, you are planning to fail!”

BENJAMIN FRANKLIN

Regardless of the number of sticky notes or endless lists that wallpaper our laptop, we are all prone to mind games that sabotage our ability to get work done.

You might think – *Wait! Why do I need to write a to-do list in the first place? I have a pretty good memory. I do not need to write anything down.*

Think again. There is good research that shows people are significantly more likely to follow through on a task if they write it down.

Barry Schwarz, author of *Paradox of Choice*, makes a strong point in his book and popular TED talk that with larger number of choices, it becomes harder for us to choose. Additionally, it leaves us dissatisfied. Analysis turns into paralysis. The same is true for your task list. The more tasks you have, the harder it will be to get actual work done.

Human beings are completionists. We like to finish things. Close the loop. Hear the end of the story. See the happy ending to a movie. This is why there is a maximum of five tasks in the Productivity Planner to help you get the most important tasks done and make you feel accomplished. Not paralyzed.

Core Concept: **For your daily to-do list, keep it at 5 items or less. Less is more.**

THE ART OF WRITING YOUR TASKS

*The way you write down your task can
dictate whether it will get done.*

When you write a task, ask yourself: Is this concrete? Is it clearly actionable? Is there any ambiguity about how to get started?

This is also a prime reason why people procrastinate. They blow up the task in their head. We are amazed at how little time it takes to do things that we have ruminated on forever. We follow this simple method. The more you train yourself to think in concrete terms, the more flow and consistency you will create allowing you break the POP: Pattern of Procrastination.

For example, maybe your #1 task of the day is *"Prepare slides for Monday's presentation."* When you actually get down to it, you realize that you first need to search for relevant images, quotations, what have you. Preparing slides for a presentation is a larger project that should be divided into smaller bite-sized tasks. So really, task #1 can be rewritten as *"Find necessary images."* Once this is done you move through to the next job of actually preparing the talk. Your list is such that you cannot do a task until you complete the one that precedes it. This is how you create flow.

OKAY. YOU HAVE A CLEARLY DEFINED TASK LIST.

HOW DO YOU ACTUALLY GET IT DONE?

The best way to start is to establish a distraction free zone.

- Phone on airplane mode
- Disable all app notifications on your phone
- Log out of Facebook, Instagram, Snapchat, etc.
- Use apps like Freedom that will turn off certain websites or internet
- Set the Mood: Listen to music that gets you into flow
- Interruptions: Prevent them by letting people know that you'll be occupied with work
- Snacks: By your side with some tea. Coffee if that's your thing. And water. Always water.

In your quest for free productive time, preparation is your secret weapon. Relax. Take a deep breath. Assess the situation. Understand that in current times, uninterrupted work requires us to take early measures against distraction. It's important to take steps to ensure a distraction-free environment before you start single tasking. Eighty percent of distractions tend to be external (mostly notifications, social media, people, and your environment).

Now you are ready for the ultimate productivity hack. The one thing that has helped our productivity more than anything else, is the method of time-blocked single tasking: The Pomodoro Technique®.

WHAT DO TOMATOES HAVE TO DO WITH PRODUCTIVITY?

The Pomodoro (Italian for tomato) Technique® gets its name from a tomato-shaped timer that its founder, Francesco Cirillo, first used to combat his procrastination. Of course food was an inspiration. Francesco is Italian after all! Since then, this technique has helped millions of people be more productive.

How to Use **THE POMODORO TECHNIQUE®**

1. Decide on a clear task that you want to focus on that will take you at least 25 minutes to do. Use the previous section as a guide to break down a project into smaller, manageable tasks that helps you get your flow on.
2. Start a timer for 25 minutes and start working on the task. This time block is known as a Pomodoro. It is an indivisible unit of time. You can never do half a Pomodoro. Do not work on anything else. If you get distracted, gently bring yourself back to work. It happens. Relax. If your distraction pulls you away from the task at hand, cancel the Pomodoro by resetting the timer to zero. Over time, this technique will condition you to focus exclusively on the task at hand, and will increase your productivity and discipline.
3. Once the timer ends, time for a mini-celebration! Get up, stretch, get some more water, do a happy dance. You have 5 minutes of break time until you start the next Pomodoro.

That's it.

Remember a few core concepts:

**You can never do half a Pomodoro.
You either do one or none.**

Remember Yoda. Do or do not. There is no try. If you consciously succumb to distraction 21 minutes into a Pomodoro, reset the timer.

There are no half measures here. Do not get frustrated. Consistency will help you build your focus and work-ethic.

Start with a work period of 25-minutes.

When you're starting to work with the Pomodoro technique, you'll want to start by experimenting with 25-minute work periods and breaks of 5 minutes.

Then experiment with longer time periods.

Experiment with longer work periods (30, 35-minutes, etc.) once you've gotten the hang of doing one task at a time for 25-minutes, putting your phone on airplane mode without anxiety and consistently getting a good chunk of work done in a day.

There is virtue in work
and there is virtue in rest.

USE BOTH

AND

OVERLOOK NEITHER.

ALAN COHEN

HOW TO USE BREAKS EFFECTIVELY

Our performance depends on our ability to recover quickly.

You've finished your first Pomodoro. Great! Twenty-five minutes of uninterrupted work. Good stuff. Time for a five-minute break.

Use these five-minute Pomodoro breaks as your time to recover. Activities such as getting some fresh air, closing your eyes, splashing cold water on your face, stretching, or getting some tea can work well. The important thing is that you aren't working or thinking about work during this time. For example, checking e-mail, Facebook, or Instagram during breaks is not advisable because it gets your mind going and may send you down the rabbit hole of endless information on the internet.

The point is to get relaxed. Be present in the moment, and let go of external distractions for a few minutes.

What gets measured
GETS MANAGED

PETER DRUCKER

WHY TIME TRACKING IS IMPORTANT

Time is our most valuable resource. Just like money, the more we keep an eye on it, the more awareness we gain about the patterns that underlie success. The Baader-Meinhof Phenomenon, in a nutshell, is where your brain suddenly recognizes something it was previously not aware of or familiar with. Imagine your friend buys a yellow car. "What was he thinking?" You say to yourself, "I have never seen such a bright yellow car anywhere." All of sudden, you see yellow cars at every turn.

What's interesting is that tracking time isn't as common or widespread as tracking money. Think about it... when was the last time you tracked time consistently?

Time is truly your most precious commodity. Money will come and go, once time is lost, it is lost forever.

All of this is hugely valuable in your quest to work effectively. In the Productivity Planner, we will help you easily track time for every task.

HOW TO TRACK TIME

On a typical page of the Productivity Planner, you'll find a couple of squares and some circles to the right of the Most Important Thing of the Day and other tasks.

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

These circles and squares will help you track the time you spend on getting your task done. The circles are units of time blocks spanning 25 minutes each, a Pomodoro. There are two ways to use time tracking, so pay close attention.

THE GET-IT-DONE METHOD

The idea behind this method is to focus on getting the task done, no matter how long it takes to complete it. For example:

Cole is hiring for his company and his Most Important Task of the Day is to *Write a Job Posting for an Executive Assistant*. So he writes it down.

MOST IMPORTANT TASK OF THE DAY

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

1. Write a Job Posting for an Executive Assistant
- Target Track 25min/bubble Actual

He thinks it will take him 3 blocks of 25 minutes (or 3 Pomodoros) to complete his task.

MOST IMPORTANT TASK OF THE DAY

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

1. Write a Job Posting for an Operations Assistant 3
- Target Track 25min/bubble Actual

Remember, preparation is key! All distractions are pre-empted and his phone is on airplane mode. He starts working in 25-minute sprints with 5-minute breaks in between. The task is a bit more involved and he is done in four Pomodoros.

He shades in the Pomodoros and fills in the Actual box.

MOST IMPORTANT TASK OF THE DAY

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

1. Write a Job Posting for an Executive Assistant 3 4
- Target Track 25min/bubble Actual

Voila! He's done. He moves on to the next task and keeps going in that fashion.

Core Concept: *Success in the Get-It-Done Method depends on task completion, regardless of how much time it takes to complete.*

Flow Tip: What happens if Cole is still in-the-zone at the end of the first 25 minutes and does not feel like taking a break? He asks himself – “Do I feel enough momentum to continue for another 25 minutes?” If yes, he starts another Pomodoro. If not, he takes a break.

THE HIT-THE-TARGET METHOD

The idea behind this method is to focus on getting a fixed number of Pomodoros finished during day that is part of a larger project. For example, Chloe knows it will take her about twenty Pomodoros to research articles for her thesis. Since this is not something she can do in a day and she has other tasks that need to be done, she breaks it down and commits to doing four pomodoros a day for the next five days on this task. For example:

MOST IMPORTANT TASK OF THE DAY

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

1. Research Article for Thesis

Target Track 25min/bubble Actual

Next, she decides how many Pomodoros she can commit to that task on the current day.

MOST IMPORTANT TASK OF THE DAY

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

1. Research Article for Thesis 4

Target Track 25min/bubble Actual

She does her preparation and has pre-empted distractions, logged out of Facebook and has a bowl of cashews by her side.

She finishes her single task in four Pomodoros – her target for the day – and is satisfied with the progress on her thesis.

MOST IMPORTANT TASK OF THE DAY

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

1. Research Article for Thesis 4 4

Target Track 25min/bubble Actual

She moves on to her next task and knows that the next day she will continue setting targets to eventually finish the necessary research.

Core Concept: *Success in the Hit-the-Target-Method is dependent on whether you finished the number of Pomodoros you allotted for the task – not task completion, as it is not a project that has a definable, finite end point. Typically, this method is used for larger tasks that require six or more Pomodoros or more than three hours.*

WHAT IF YOU DON'T WANT TO WORK IN POMODOROS?

No problem.

Even if you are able to stick with doing most important task first thing in the morning and moving to task #2 only when you've finished the first task, moving to task #3 only when you've finished task #2 and so on – you will begin to create flow and become productive. That is the aim.

The reason we love Pomodoros is because the technique combines the removal of distraction with tackling a single task, which has been proven to significantly increase your productivity.

HOW TO USE THE PRODUCTIVITY SCORE

At the end of every day, you will be asked this question:

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

The trick here is to know the answer to these questions – “What does a score of “10” look like for me today?”

Next, “If today was a “1”, what would I accomplish?” Now you have your range.

Ideally, you ask yourself these questions at the beginning of the day so you will have clarity about your Productivity Score.

For example, Todd starts his day knowing that if he accomplishes his Most Important Task – “Create video for a presentation”, he will rate his productivity a “7” as there is still more to do to complete the project. If he accomplishes the second and third associated tasks, he will score himself a “9”. If he’s able to finish task #4, it’s a score of 10. Not even doing a single Pomodoro on task #1 is a score of, you guessed it, “1”. Now he has his range.

Remember, this will change from day to day, so asking yourself the question early on will be helpful. Do not consume yourself with getting a “10”. The focus of this section is learning and growing, not being perfect. Perfection truly is over-rated.

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. Edit a productivity video 2  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. 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

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. <u>Research Article for Thesis</u>	<div style="border: 1px dashed black; padding: 2px; display: inline-block;">4</div>	<div style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%;"></div> <div style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%;"></div> <div style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%;"></div> <div style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%;"></div> <div style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%;"></div>	<div style="border: 1px dashed black; padding: 2px; display: inline-block;"></div>
	Target	Track 25min/bubble	Actual
2. <u>Contact suppliers for new product</u>	<div style="border: 1px dashed black; padding: 2px; display: inline-block;">5</div>	<div style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%;"></div> <div style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%;"></div> <div style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%;"></div> <div style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%;"></div> <div style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%;"></div>	<div style="border: 1px dashed black; padding: 2px; display: inline-block;"></div>
	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 finish 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 or what went well?

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

MY COMMITMENT

I, Ethan James, commit to using the Productivity Planner
for at least 5 days in a row, starting May 7th.

Working with the Productivity Planner is really important to me because,

I want to launch my eCommerce business.

I want to be more focused and efficient when working.

I need more structure in my life.

If I finish 5 days of working with this planner, I will reward myself with

A trip to Soma Chocolate - my favorite chocolate store..

If I don't finish 5 days of writing this journal, I will promise to

Donate \$100 to a charity I don't support.

I will do the following things to ensure that I will do the Productivity
Planner every day:

Always use the Productivity Planner when I work

Ensure it is in my laptop bag

Share my commitment with someone I love

FILL IN THE BLANKS

I, _____, commit to using the Productivity Planner for at least 5 days in a row, starting _____.

Working with the Productivity Planner is really important to me because,

If I finish 5 days of working with this planner, I will reward myself with

If I don't finish 5 days of writing this journal, I will promise to

I will do the following things to ensure that I will do the Productivity Planner every day:

PRODUCTIVITY PLANNER

Quick Guide

Date 11 / 01 / 20 16

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.

1. Edit a productivity video



4

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. Book flight and hotel to New York



3. Skype with Alexa



ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. Contact suppliers for new product



5. Reply to E-mails



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 next day's tasks at the end of the workday."*

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

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. _____ ☐

TASKS OF SECONDARY 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 ____

*“The scariest moment is always
just before you start.”*

STEPHEN KING

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.

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 ____

*“Have patience. All things are difficult
before they become easy”*

SAADI

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.

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 ____

*"You need to be doing fewer things for effect
instead of doing more things with side effects."*

GARY KELLER

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.

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 ____

*"It is not because things are difficult that we dare not venture.
It is because we dare not venture that they are difficult."*

SENECA

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.

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 ____

“Real artists ship.”

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.

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 image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

WEEKLY REVIEW

“Continuous improvement is better than delayed perfection.”

MARK TWAIN

The weekly review involves you quickly glancing back at the week that was so you can get a sense of how much you have accomplished. This will help your critical 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, consistently 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) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

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. _____ ☐

TASKS OF SECONDARY 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 ____

*“Productivity is being able to do things
that you were never able to do before”*

FRANZ KAFKA

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.

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 ____

*"Tell me and I'll forget; show me and I may remember;
involve me and I'll understand."*

CHINESE PROVERB

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.

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

*"I call intuition cosmic fishing.
You feel a nibble, then you've got to hook the fish."*

MOST IMPORTANT TASK OF THE DAY

1. _____

Target Track 25min/bubble Actual

Completion of these tasks will make the day even better.

2. _____ 
3. _____ 

Do these only after you have completed the tasks above.

4. _____ 
5. _____ 

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

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 ____

“Failures, repeated failures, are finger posts on the road to achievement. One fails forward toward success.”

CHARLES F. KETTERING

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.

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 ____

*“Actions prove who someone is,
words just prove who they want to be.”*

UNKNOWN

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.

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 image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

EVERYTHING
YOU WANT

IS JUST

OUTSIDE YOUR
COMFORT ZONE

ROBERT ALLEN

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. _____ ☐

TASKS OF SECONDARY 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 ____

“We can throw stones, complain about them, stumble on them, climb over them, or build with them.”

WILLIAM ARTHUR WARD

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

*“We are what we repeatedly do.
Excellence, then, is not an act, but a habit.”*

ARISTOTLE

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.

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 ____

*"My future starts when I wake up every morning.
Every day I find something creative to do with my life."*

MILES DAVIS

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.

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 ____

*“In life and business, purpose
is the foundation of fulfilment.”*

UJ RAMDAS

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.

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 world is full of magic things, patiently waiting
for our senses to grow sharper.”*

W.B. YEATS

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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

[illegible]

*And the day came
when the risk to remain
tight in a bud was more
painful than the risk it took
to blossom.*

ANAÏS NIN

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

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. _____ ☐

TASKS OF SECONDARY 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 ____

“Every act of creation is first of all an act of destruction.”

PICASSO

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

*“Discovery consists of seeing what everybody has seen
and thinking what nobody has thought.”*

ALBERT VON SZENT-GYORGY

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.

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 ____

"I am very cautious of people whose actions don't match their words."

ALEX ELLE

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.

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 I had asked people what they wanted,
they would have said faster horses."*

HENRY FORD

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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

"If you don't stick to your values when they're being tested, they aren't values. They're hobbies."

MOST IMPORTANT TASK OF THE DAY

1. _____

Target Track 25min/bubble Actual

Completion of these tasks will make the day even better.

2. _____ 
3. _____ 

Do these only after you have completed the tasks above.

4. _____ 
5. _____ 

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

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

1 2 3 4 5 6 7 8 9 10

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

DO
WHAT IS
RIGHT

not
WHAT IS
EASY

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. _____ ☐

TASKS OF SECONDARY 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 ____

*“You can tell whether a man is clever by his answers.
You can tell whether a man is wise by his questions.”*

NAGUIB MAHFOUZ

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

*“Good ideas come from bad ideas,
but only if there are enough of them.”*

SETH GODIN

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.

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 ____

*"Make things as simple as possible,
but not simpler."*

ALBERT EINSTEIN

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.

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 ____

"Discipline is choosing between what you want now and what you want most."

ABRAHAM LINCOLN

MOST IMPORTANT TASK OF THE DAY

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

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

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.

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 more original a discovery,
the more obvious it seems afterward.”*

ARTHUR KOESTLER

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.

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 image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a guide for handwriting or typing. The paper itself is a clean, off-white color.

THE GREATEST DANGER
FOR MOST OF US IS NOT
THAT OUR AIM IS TOO HIGH
AND WE MISS IT,

**BUT THAT IT IS TOO LOW
AND WE REACH IT**

MICHELANGELO

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

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. _____ ☐

TASKS OF SECONDARY 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 ____

*“Talent develops in tranquility,
character in the full current of human life.”*

JOHANN WOLFGANG VON GOETHE

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.

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 ____

*“Conformity to the present
is invisibility to the future.”*

STEFAN MOLYNEUX

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.

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

*"Strive for progress,
not perfection."*

MOST IMPORTANT TASK OF THE DAY

Track 25min/bubble

Actual

Completion of these tasks will make the day even better.

2.



3.



Do these only after you have completed the tasks above.

4. _____



5. _____



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

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

Date ____ / ____ / 20 ____

*"Everyday do something that will inch
you closer to a better tomorrow."*

DOUG FIREBAUGH

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

*“Do something instead of killing time.
Because time is killing you.”*

PAULO COELHO

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.

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 image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

*Why do
anything
unless it is
going to be
great?*

PETER BLOCK

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. _____ ☐

TASKS OF SECONDARY 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 ____

*“Whenever you are asked if you can do a job, tell ‘em,
‘Certainly I can!’ Then get busy and find out how to do it.”*

THEODORE ROOSEVELT

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.

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 ____

*“Fall in love with the process,
and the results will come.”*

ERIC THOMAS

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.

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 ____

"Your mind is for having ideas, not holding them."

DAVID ALLEN

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.

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

"Be patient, sometimes you have to go through the worst to get the best."

UNKNOWN

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.

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 ____

*"You can have results or excuses.
Not both."*

ARNOLD SCHWARZENEGGER

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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

[illegible]

The Joy
is in creating,
NOT MAINTAINING.

VINCE LOMBARDI

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

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. _____ ☐

TASKS OF SECONDARY 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 ____

*“Concentrate all your thoughts upon the work in hand.
The Sun’s rays do not burn until brought to a focus.”*

ALEXANDER GRAHAM BELL

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.

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 ____

*"My goal is no longer to get more done,
but rather to have less to do."*

FRANCINE JAY

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.

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 temptation to quit will be greatest
just before you are about to succeed.”*

CHINESE PROVERB

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

*“Why do anything unless it
is going to be great?”*

PETER BLOCK

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

*“To be disciplined is to follow in a good way.
To be self disciplined is to follow in a better way.”*

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.

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 image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

*Create with
the heart*

BUILD WITH
THE MIND.

CRISS JAMI

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. _____ ☐

TASKS OF SECONDARY 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 ____

*“If you spend too much time thinking
about a thing, you’ll never get it done.”*

BRUCE LEE

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

*“Try not to become a person of success,
but rather try to become a person of value.”*

ALBERT EINSTEIN

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.

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 simple act of paying positive attention to people
has a great deal to do with productivity.”*

TOM PETERS

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.

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 true price of anything you do is the
amount of time you exchange for it."*

HENRY DAVID THOREAU

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.

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

“When you have to make a choice and don’t make it, that in itself is a choice.”

MOST IMPORTANT TASK OF THE DAY

Target

Track 25min/bubble

SECONDARY TASKS OF IMPORTANCE

2.



3.



ADDITIONAL TASKS

4.

5. _____



NOTES

PRODUCTIVITY SCORE

1 2 3 4 5 6 7 8 9 10

[illegible]

NOTHING *Great*
WAS EVER ACHIEVED
WITHOUT ENTHUSIASM

RALPH WALDO EMERSON

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

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. _____ ☐

TASKS OF SECONDARY 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 ____

*“Do the hard jobs first.
The easy jobs will take care of themselves.”*

DALE CARNEGIE

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.

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 ____

*“When you do more than you're paid for, eventually,
you'll be paid for more than you do.”*

ZIG ZIGLAR

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.

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 ____

*“To think too long about doing a thing
often becomes its undoing.”*

EVA YOUNG

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

*"Motivation is what gets you started.
Habit is what keeps you going."*

JIM ROHN

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.

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 ____

*“You don’t have to see the whole staircase,
just take the first step.”*

MARTIN LUTHER KING, JR.

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.

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 image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a guide for handwriting or typing. The background is a clean, solid white color.

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

A YEAR FROM NOW
YOU MAY WISH
YOU HAD STARTED
TODAY

KAREN LAMB

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. _____ ☐

TASKS OF SECONDARY 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 ____

*"It is not enough to be busy...
The question is: what are we busy about?"*

HENRY DAVID THOREAU

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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

"It is well to be up before daybreak, for such habits contribute to health, wealth, and wisdom."

ARISTOTLE

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.

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 ____

*"Doing things is not the same as
getting things done."*

JARED SILVER

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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

“Effective performance is preceded by painstaking preparation.”

MOST IMPORTANT TASK OF THE DAY



Track 25min/bubble

Actual

Completion of these tasks will make the day even better.

2. _____



3. _____

Do these only after you have completed the tasks above.

4. _____



5. _____



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

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

Date ____ / ____ / 20 ____

*"My goal is to build a life
I don't need vacation from."*

ROB HILL SR.

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.

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 image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

IF YOU LOVE LIFE
DON'T WASTE TIME
FOR TIME IS WHAT
LIFE IS MADE UP OF

BRUCE LEE

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

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. _____ ☐

TASKS OF SECONDARY 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 ____

*"It's not about having enough time,
it's about making enough time."*

RACHAEL BERMINGHAM

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

"It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change."

CHARLES DARWIN

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.

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 ____

“Action is the foundational key to all success.”

PICASSO

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.

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 ____

*“While one person hesitates because he feels inferior,
the other is busy making mistakes and becoming superior.”*

HENRY LINK

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.

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 season of failure is the best time for
sowing the seeds of success.”*

YOGANANDA PARAMAHAMSA

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.

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 image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

***Being rich is
having money.***

BEING WEALTHY
IS HAVING TIME.

MARGARET BONNANO

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. _____ ☐

TASKS OF SECONDARY 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 ____

*“When we truly need to do is often
what we most feel like avoiding.”*

DAVID ALLEN

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.

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 secret of getting ahead
is getting started."*

MARK TWAIN

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.

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 ____

“People say that motivation doesn't last. Well, neither does bathing. That's why we recommend it daily.”

ZIG ZIGLAR

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.

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 ____

*“Until we can manage time,
we can manage nothing else.”*

PETER DRUCKER

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.

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 ____

“Real integrity is doing the right thing, knowing that nobody’s going to know whether you did it or not.”

OPRAH WINFREY

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.

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

[illegible]

THE WAY TO GET
STARTED IS TO
QUIT TALKING
AND
BEGIN DOING

WALT DISNEY

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

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. _____ ☐

TASKS OF SECONDARY 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?

_____ ☐

*“Sometimes, things may not go your way,
but the effort should be there every single night.”*

MOST IMPORTANT TASK OF THE DAY

Track 25min/bubble

Actual

2. _____



3.



4. _____



5. _____



1 2 3 4 5 6 7 8 9 10

Date ____ / ____ / 20 ____

*"Infinite striving to be the best is man's duty;
It is its own reward."*

MAHATMA GANDHI

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.

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 ____

"Never give up on a dream just because of the time it will take to accomplish it. The time will pass anyway."

EARL NIGHTINGALE

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.

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 ____

*“He who is not courageous enough to take risks
will accomplish nothing in life.”*

MUHAMMAD ALI

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

*"Success is not final, failure is not fatal:
it is the courage to continue that counts."*

WINSTON CHURCHILLSZ

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.

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

[illegible]

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

FIRST YOU HAVE TO
BELIEVE IN YOURSELF
BEFORE OTHERS CAN
BELIEVE IN YOU

MIMI IKONN

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. _____ ☐

TASKS OF SECONDARY 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 ____

*“Either write something worth reading or
do something worth writing.”*

BENJAMIN FRANKLIN

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.

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

“A mind that is stretched by new experiences can never go back to its old dimensions.”

MOST IMPORTANT TASK OF THE DAY

1. _____

Target Track 25min/bubble Actual

Completion of these tasks will make the day even better.

2. _____ 
3. _____ 

Do these only after you have completed the tasks above.

4. _____      
5. _____      

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

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

163

Date ____ / ____ / 20 ____

"Nothing will work unless you do."

MAYA ANGELOU

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

*“Some people dream of success...
while others wake up and work hard at it.”*

MARK ZUCKERBERG

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 wasted of all days is one without laughter"

E.E. CUMMINGS

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.

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 image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

If you're going through hell,
KEEP GOING!

WINSTON CHURCHILL

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

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. _____ ☐

TASKS OF SECONDARY 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 ____

“Take a simple idea and take it seriously.”

CHARLIE MUNGER

MOST IMPORTANT TASK OF THE DAY

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

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

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.

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 ____

*“Success is the progressive realization of
worthwhile, predetermined goals.”*

PAUL J MEYER

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.

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 ____

“Work hard, have fun and make history.”

JEFF BEZOS

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.

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 ____

“Be a yardstick of quality. Some people aren’t used to an environment where excellence is expected.”

STEVE JOBS

MOST IMPORTANT TASK OF THE DAY

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

1. _____

<div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____

<div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>

3. _____

<div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____

<div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>

5. _____

<div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>

NOTES

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

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 ____

*"Passion is energy. Feel the power that comes
from focusing on what excites you."*

OPRAH WINFREY

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.

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

[illegible]

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

GO CONFIDENTLY
IN THE DIRECTION
OF YOUR DREAMS
AND
LIVE THE LIFE
YOU HAVE IMAGINED

HENRY DAVID THOREAU

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. _____ ☐

TASKS OF SECONDARY 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 ____

*"I hire people brighter than me and
I get out of their way."*

LEE IACocca

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.

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 ____

*“Kindness is more powerful
than compulsion.”*

CHARLES SCHWAB

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.

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 ____

“Follow effective actions with quiet reflection. From the quiet reflection will come even more effective action.”

PETER DRUCKER

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.

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 ____

*“Simplicity boils down to two steps:
Identify the essential. Eliminate the rest.”*

LEO BABUTA

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.

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 ____

"A well spent day brings happy sleep."

LEONARDO DA VINCI

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.

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 image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**You are
what you do,
not what you
say you'll do.**

C.G. JUNG

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

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. _____ ☐

TASKS OF SECONDARY 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 ____

"There is no substitute for guts."

PAUL BEAR BRYANT

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.

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

"It's not that I'm so smart, it's just that I stay with problems longer."

ALBERT EINSTEIN

MOST IMPORTANT TASK OF THE DAY

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

1. _____

☐ Target ☐ ☐ ☐ ☐ ☐ Actual

Track 25min/bubble

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.

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 ____

*“Out of your vulnerabilities
will come your strength.”*

SIGMUN FREUD

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.

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 are seeking creative ideas, go out walking. Angels whisper to a man when he goes for a walk."

RAYMOND INMON

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.

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 ____

*“Quality means doing it right
when no one is looking.”*

HENRY FORD

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.

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 image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a guide for handwriting or typing. The background is a clean, solid white color.

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

MAY YOU
ALWAYS
DO WHAT YOU ARE AFRAID TO DO

RALPH WALDO EMERSON

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. _____ ☐

TASKS OF SECONDARY 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 ____

*"The mighty oak was once a
little nut that stood its ground."*

UNKNOWN

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 best place to start is always at the beginning.”

BRUCE FREEMAN

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

*“How we spend our days
is how we spend our lives.”*

ANNE DILLARD

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 I have seen further, it is by standing
on the shoulders of giants."*

ISAAC NEWTON

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.

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 ____

*“Work gives you meaning and purpose
and life is empty without it.”*

STEPHEN HAWKING

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.

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 image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a guide for handwriting or typing. The paper itself is a clean, off-white color.

WHAT YOU DO
TODAY
CAN IMPROVE ALL
YOUR TOMORROWS

RALPH MARSTON

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

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. _____ ☐

TASKS OF SECONDARY 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 ____

*“Learning never
exhausts the mind.”*

LEONARDO DA VINCI

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.

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 ____

*"A thousand words leave not the same
deep impression as does a single deed."*

HENRIK IBSEN

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

*“To think is easy. To act is difficult.
To act as one thinks is the most difficult.”*

JOHANN WOLFGANG VON GOETHE

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

*“Nature does not hurry,
yet everything is accomplished.”*

LAO TZU

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

*"In the world of behavioral
change, simple works."*

TIM FERRISS

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.

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 image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

DON'T
BE AFRAID
TO FAIL.

**BE AFRAID
NOT TO TRY.**

MICHAEL JORDAN

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. _____ ☐

TASKS OF SECONDARY 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 ____

*"The secret of your future is hidden
in your daily routine."*

MIKE MURDOCK

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.

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 person who says it cannot be done should not interrupt the person who is doing it.”

CHINESE PROVERB

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.

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 first hour of the morning
is the rudder of the day."*

HENRY WARD BEECHER

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

*"You can never cross the ocean until
you have the courage to lose sight of the shore."*

CHRISTOPHER COLUMBUS

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.

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 ____

*"You can't use up creativity.
The more you use, the more you have."*

MAYA ANGELOU

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.

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

[illegible]

REMINDER

You have two weeks of the journal left to complete.

We recommend that you order your new
Productivity Planner from our website:

www.productivityplanner.com

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

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. _____ ☐

TASKS OF SECONDARY 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 ____

*“Silence is the sleep
that nourishes wisdom.”*

SIR FRANCIS BACON

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.

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 ____

"Big things have small beginnings."

LAO TZU

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.

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 ____

*“Everything you want is on
the other side of fear.”*

JACK CANFIELD

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.

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 ____

*“There are no traffic jams
along the extra mile.”*

ROGER STAUBACH

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.

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 ____

"Don't worry about the haters. They are just angry because of the truth you speak contradicts the lie they live."

DR. STEVE MARABOLI

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.

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 image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

YOU
DON'T NEED
MORE TIME
IN YOUR DAY

YOU NEED TO
DECIDE

SETH GODIN

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. _____ ☐

TASKS OF SECONDARY 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 ____

*"The painter has the Universe
in his mind and hands."*

LEONARDO DA VINCI

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.

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 ____

*“Creativity is allowing yourself to make mistakes.
Art is knowing which ones to keep.”*

SCOTT ADAMS

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.

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 ____

*“Creativity requires the courage
to let go of certainties.”*

ERICH FROMM

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.

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 ____

*"A mind that is stretched by new experiences can
never go back to its old dimensions."*

OLIVER WENDELL HOLMES SR.

MOST IMPORTANT TASK OF THE DAY

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

1. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
	Target	Track 25min/bubble	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	○ ○ ○ ○ ○ ○	<input type="checkbox"/>

NOTES

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

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 ____

“Be honest about who you are, flaw and all. You never know who you are inspiring by simply being you.”

MANDY HALE

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.

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

[illegible]

WEEKLY REVIEW

Week of _____

WEEKLY WINS

What's going well? Any wins (big or little) this week?

WHAT TASKS WERE NOT COMPLETED LAST WEEK?

Recommit to complete these tasks next week

WHAT HAVE YOU LEARNED THIS WEEK?

How will you implement this in the future?

NEXT WEEK

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

A PRODUCTIVITY CHECKPOINT

Congratulations! You've just finished six months of productivity! That has to feel great, admit it.

That is months of planning out the Most Important Task of the Day, working through time blocks, Pomodoros and reviewing your productivity at the end of the day. Incredible. You have our respect.

This is also a great time to reflect on the past six months. Feel free to flip through your Productivity Planner and ask yourself – what patterns do you see emerging time and time again? What external and internal circumstances help you perform your best?

This kind of consistent, steady work warrants a celebration! We ask just one small favor, please email us at ***bello@productivityplanner.com*** and tell us your experience. Feel free to also send along a photo of how you celebrated!

ACKNOWLEDGEMENTS

First I would like to thank my mom Lidia, who has always believed in me and never put pressure on me to succeed. All that I have achieved, I owe to you.

I would like to thank my loving and supporting wife, Mimi, who is always by my side. Thank you for dreaming and believing with me.

I must also thank my dear friend and co-creator of this planner, UJ, who has always inspired me and has been an amazing friend at a pivotal time in my life.

And I must not forget to thank my virtual mentors, Richard Branson, Tim Ferriss, Robert Greene, Seth Godin, and Tony Robbins. Thank you for taking risks and sharing your stories with me through your books. You made me believe that a better life is possible.

Alex Ikonn

First, I want to thank my parents, Gayathri and Ram Das for helping me believe in myself. Learning about meaning and purpose from them early on is something I'm very grateful for.

I thank my good friend and the co-creator of this planner, Alex, and his wonderful wife Mimi, for sharing a vision with me. A vision of a better world where we exist in seamless web of deserved trust where changing the world is an everyday affair. It's been a few years since we started this journey and seeing the exponential impact has been amazing.

I must also express my gratitude to my mentors, some virtual and some in flesh-and-blood - Josh Waitzkin, Greg Malszecki, Tim Ferriss, Robert Greene and Paul Ekman.

UJ Ramdas

We would like to thank you, yes YOU, the one holding this Productivity Planner for taking the step to creating a better life for yourself and the world.

We' would like to thank our friends who have supported us through this journey - Bruce Freeman, Jayson Gaignard, Tim Ferriss, Nathan Amar, Daniel Eskin, Kevin Evans, Ameer Rosic and Liliya Kay.

