



# 1-PAGE PRODUCTIVITY PLANNER

## PROJECTS

Project #1:.....

5 big things I must do to move  
this project forward:

1.....

2.....

3.....

4.....

5.....

Project #2:.....

5 big things I must do to move  
this project forward:

1.....

2.....

3.....

4.....

5.....

Project #3:.....

5 big things I must do to move  
this project forward:

1.....

2.....

3.....

4.....

5.....

## PEOPLE

People I need to reach out to today.

List the people you have to reach out to  
today no matter what:

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.....  
.....  
.....  
.....

People I'm waiting on.

List the people who you need something  
from to move forward:

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.....  
.....  
.....  
.....

## PRIORITIES

The main things I need to complete today, no matter what.

List the priorities and to-do's that must be accomplished today and DO  
these before getting trapped in your inbox and other people's agenda's.

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