



MY
PRODUCTIVITY
PLANNER

A plan of how to get things done



MY
PRODUCTIVITY
PLANNER



NAME

PRODUCTIVITY PLANNER

*We do not learn from experience...
We learn from reflecting on experience.*

JOHN DEWEY

Productivity is a measure of how much you can accomplish successfully. It is not about being super busy or being able to multi-task. Instead, it is a way of learning how to work intelligently and how to use strategies to achieve more with your time and resources. Increasing your productivity will help you to get the important things done and then give you time to do extra things too.

This planner will help you to become more productive. It will give you a toolbox of strategies that you can use to use your time effectively so that you can get more done with less stress.

10

TIPS FOR BEING PRODUCTIVE

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

ROBIN S SHARMA

Below you will find a list of 10 everyday habits of highly productive people that will help you focus on your task and successfully achieve your goals. Try following these tips to help you become more productive in your daily life.

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

1

SETTING GOALS

Your goals are the road maps that guide you and show you what is possible for your life.

LES BROWN

Setting goals is an essential step in planning for productivity. You can set goals around your personal relationships, career, health, or anything else you decide is important in your life. The following pages will walk you step-by-step through setting and achieving goals. This will help you to become more productive and bring you greater joy and accomplishment in your life.

QUIZ: How productive are you?

How productive do you think you are. Test yourself with this quiz to find out.

1 The tasks you spend most time working on are the ones with the highest priority.

a Rarely **b** Sometimes **c** Often

2 When you have a challenging task, you get started on it immediately.

a Rarely **b** Sometimes **c** Often

3 You always complete your tasks within the time deadlines set.

a Rarely **b** Sometimes **c** Often

4 You always feel motivated to work on your activities and tasks.

a Rarely **b** Sometimes **c** Often

5 You split large tasks into smaller, more manageable steps.

a Rarely **b** Sometimes **c** Often

6 You remove distractions so that you can fully focus on the task.

a Rarely **b** Sometimes **c** Often

Mostly a s

YOUR PRODUCTIVITY IS LOW

Your productivity is low and you struggle to get things done. This might be because of low interest or motivation in your tasks. But don't worry - we have strategies to help.

Mostly b s

YOUR PRODUCTIVITY IS MODERATE

Your productivity is moderate and there is room for improvement. With a few strategies, you'll become more efficient with your time and more productive.

Mostly c s

YOUR PRODUCTIVITY IS HIGH

You're amazing at organizing your time and getting things done. You feel motivated as you flow through your daily activities and rarely procrastinate.

HOW TO BE PRODUCTIVE

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

What are my long term goals?

What time of day am I the most productive?

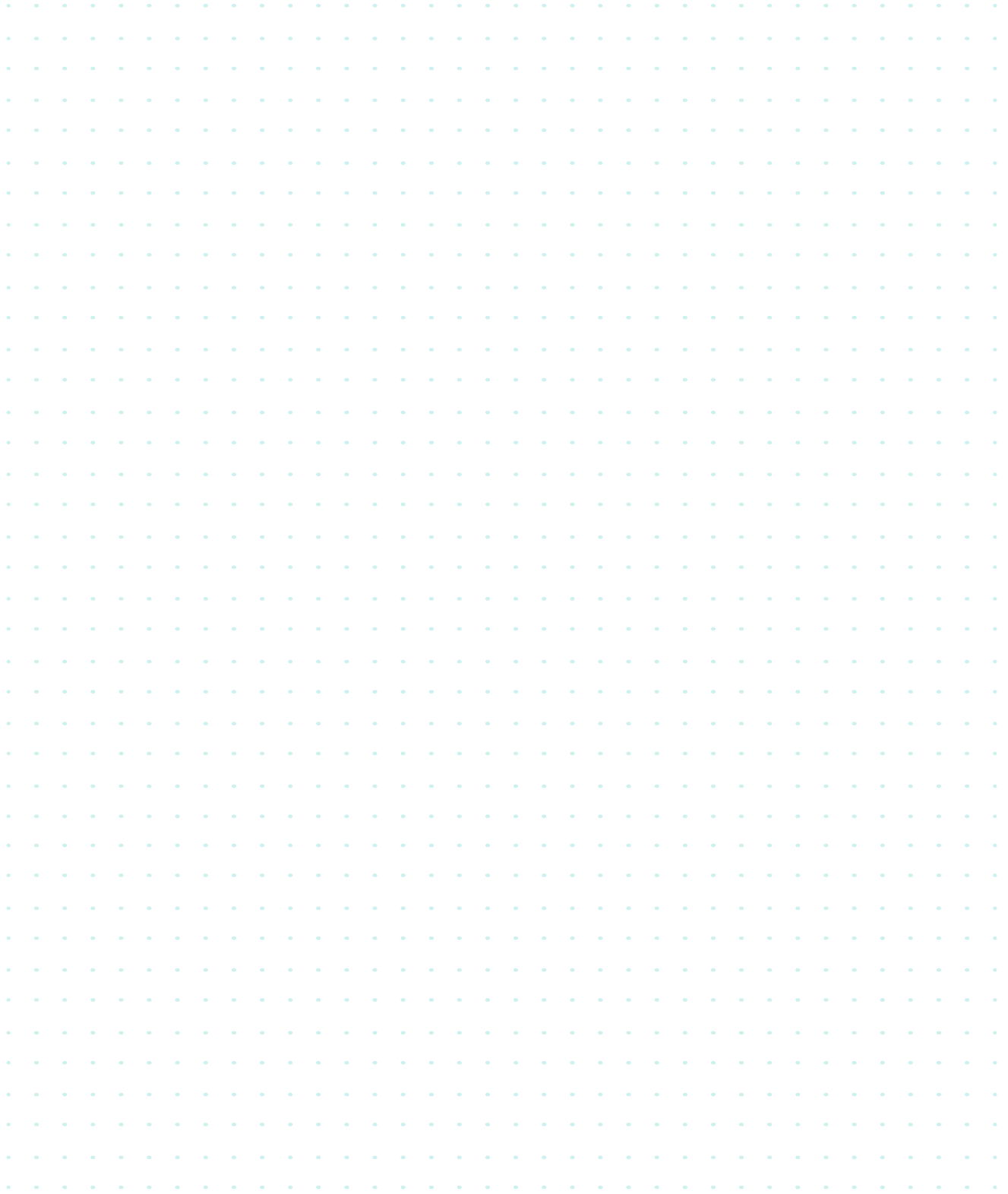
What interrupts or distracts me?

Am I taking proper breaks?

MY VISION

TIME	MY VISION	ACTION STEPS
1 MONTH		
6 MONTHS		
1 YEAR		
5 YEARS		
10 YEARS		

MIND MAP



WHAT'S IMPORTANT?

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

What motivates you to get up in the morning?

What keeps you up at night?

Why do you live where you live?

Why do you do the work you do?

Why do you buy what you buy?

Why do you have the friends you do?

Why do you desire what you desire?

When are you at your happiest?

WHAT'S IMPORTANT

Use this page to identify next steps and the action you should take to achieve your goals

What information do you need to make your decision?

What action can you take immediately?

What support will you need?

What new ways of thinking have you developed?

WHAT'S IMPORTANT

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

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

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



DECISION MAKING

Summary of decision

Decision date

Who the decision impacts

What information is needed to make the decision?

Option 1		Option 2	
Advantages	Disadvantages	Advantages	Disadvantages
			

Conclusion

TIME AUDIT

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

Can you identify areas where time is wasted?

Where are your peak energy levels?

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

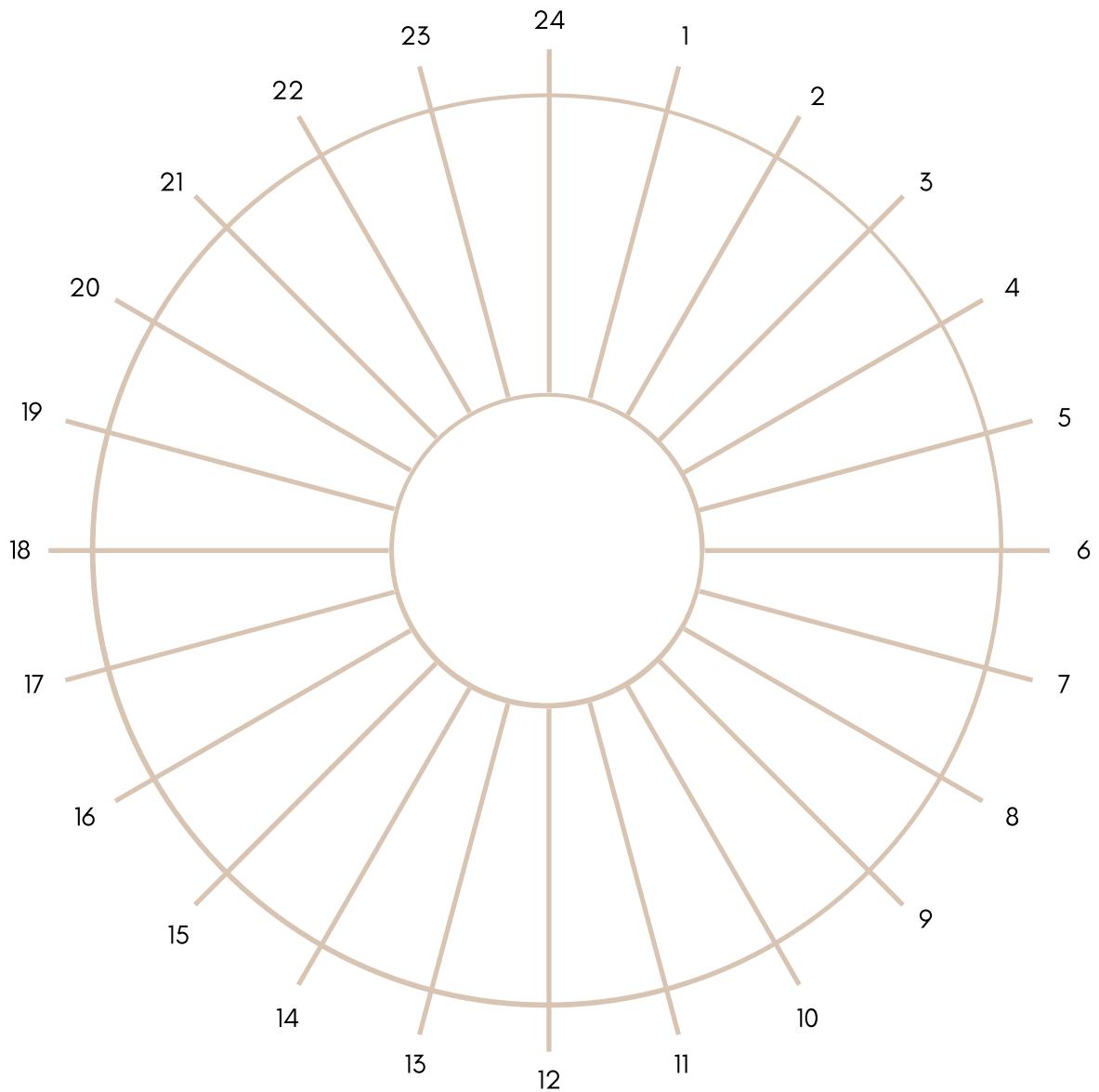
Are there any areas where you can improve your use of the time available?

ACTIVITY LOG

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

TIME AUDIT

Use this 24-hour clock to track your activity. Use the key to show how much time you spend sleeping, eating healthily, exercising, working, and relaxing.



SLEEP



NUTRITION



HEALTH AND EXERCISE



RELATIONSHIPS



REST AND RELAXATION



SPIRITUALITY



LEISURE



CAREER

MY GOALS

LIFE AREA	GOALS
PERSONAL	
HEALTH & WELLNESS	
RELATIONSHIPS	
RECREATION	
FINANCES	
CAREER	
PERSONAL GROWTH	
SPIRITUALITY	

GOALS

THE GOAL		
WHY IT'S IMPORTANT		
THE OUTCOME		
ACTION STEPS	1	
	2	
	3	

THE GOAL		
WHY IT'S IMPORTANT		
THE OUTCOME		
ACTION STEPS	1	
	2	
	3	

THE GOAL		
WHY IT'S IMPORTANT		
THE OUTCOME		
ACTION STEPS	1	
	2	
	3	

CREATING GOALS

Consider your goal and answer the questions below. Keep writing even if you are repeating yourself. The purpose of this exercise is to help you focus on your goal and understand why it is important to you.

MY GOAL

What will this give you?

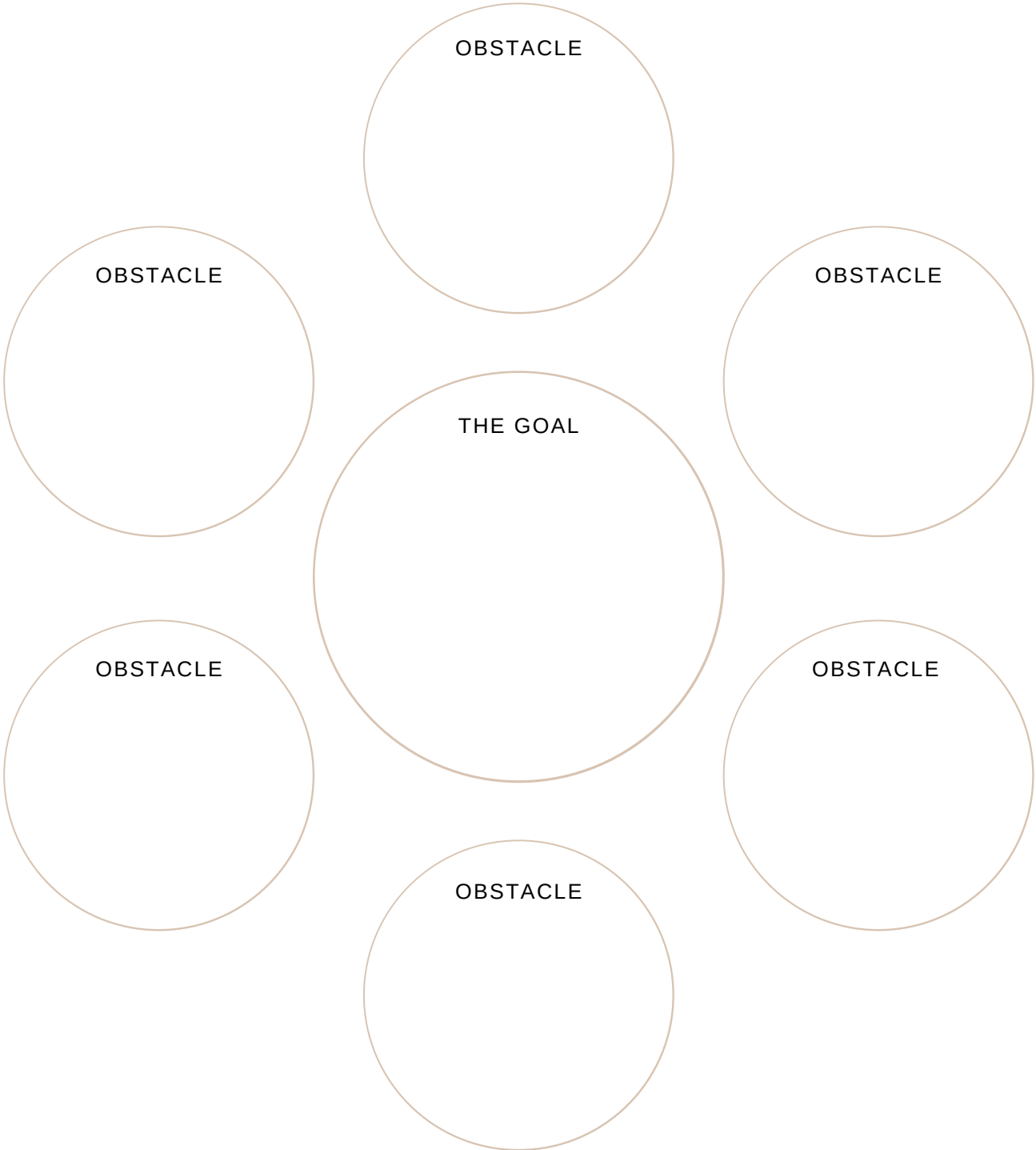
And what will that give you?

And what will that give you?

So, why is this goal important?

GOALS & OBSTACLES

Think of one of your goals and write it in the centre circle. In the other circles, consider and write down all the obstacles and challenges that might stop you achieving this goal.



SMART GOALS

GOAL

S

WHAT IS MY GOAL
SPECIFICALLY?

M

HOW WILL I **MEASURE** THAT
I'VE ACHIEVED MY GOAL?

A

IS THE GOAL REALISTIC
AND **ACHIEVABLE?**

R

WHY IS THE GOAL
RELEVANT TO ME?

T

HOW MUCH **TIME** DO I
NEED FOR THIS GOAL?

GOALS

My goal

Why this goal is important to me

My strengths that will help me

Challenges that may arise

How I will respond to these challenges

How I'll know I've reached my goal

My action steps

ANNUAL GOALS

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

GOALS

FAMILY & FRIENDS

Blank space for writing goals related to Family & Friends.

HEALTH & FITNESS

Blank space for writing goals related to Health & Fitness.

RELATIONSHIPS

Blank space for writing goals related to Relationships.

BUSINESS & CAREER

Blank space for writing goals related to Business & Career.

PERSONAL GROWTH

Blank space for writing goals related to Personal Growth.

RECREATION

Blank space for writing goals related to Recreation.

FINANCES

Blank space for writing goals related to Finances.

SPIRITUALITY

Blank space for writing goals related to Spirituality.

ACTION PLANNING

THE GOAL

ACTION STEPS	DATE	CHALLENGES	IMPACT/EVIDENCE
1			
2			
3			

BARRIERS AND OBSTACLES	SOLUTIONS TO BARRIERS

NOTES

ACTION PLANS

THE GOAL			
ACTION STEPS	DATE	CHALLENGES	IMPACT/EVIDENCE
1			
2			
3			

THE GOAL			
ACTION STEPS	DATE	CHALLENGES	IMPACT/EVIDENCE
1			
2			
3			

THE GOAL			
ACTION STEPS	DATE	CHALLENGES	IMPACT/EVIDENCE
1			
2			
3			

ACTION TABLE

This action table can help you identify all the things that are helping you to achieve your goals.

MY GOAL

STOP DOING:

DO LESS OF:

KEEP DOING:

DO MORE OF:

START DOING:

HABIT CREATOR

NEW HABIT

HOW OFTEN

REASON FOR NEW HABIT

CHALLENGES	SOLUTIONS

ACTION STEPS

REWARD

2

MAKING PLANS & SCHEDULES

*A plan is what, a schedule is when. It takes both a plan
and a schedule to get things done.*

PETER TURLA

From the work you've done so far, you have a clear understanding of your values, you have identified what is important in your life and you've nailed down your goals. Now it's time to schedule all of your tasks using these daily, weekly, monthly and yearly planners.

TO DO

URGENT

IMPORTANT

EASY

CAN WAIT

TO DO

DAILY PLAN

PRIORITY

TO-DO

SCHEDULE

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

DAILY PLAN

DATE / /

TODAY'S GOAL:



HOW I'M FEELING

MY INTENTIONS TODAY

MY TO DO LIST

- _____
- _____
- _____
- _____
- _____

HYDRATION



HOW I'M FEELING

TODAY I ACHIEVED

1. _____

2. _____

3. _____

TOMORROW I WILL

TODAY'S RATING



WEEKLY OVERVIEW

MONTH:

MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	

WEEKLY OVERVIEW

PRIORITIES FOR THIS WEEK

TO DO

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

HABITS

- _____
- _____
- _____
- _____
- _____
- _____

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

WHAT WENT WELL THIS WEEK

HOW I'LL IMPROVE NEXT WEEK

WEEKLY OVERVIEW

WEEK NUMBER: _____

MAIN GOAL

ACTION STEPS

1. _____
2. _____
3. _____

PERSONAL TO DO LIST

- _____
- _____
- _____
- _____
- _____

WORK TO DO LIST

- _____
- _____
- _____
- _____
- _____

HABITS

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

HEALTH & FITNESS	FUN & RECREATION
RELATIONSHIPS	PERSONAL GROWTH
CAREER	SPIRITUALITY

WEEKLY PLANNING

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

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

MONTHLY PLANNING

PERSONAL

HEALTH AND WELLNESS

PERSONAL GROWTH

CAREER

RELATIONSHIPS

SPIRITUAL

FINANCIAL

RECREATION

MONTHLY OVERVIEW

GOAL FOR THIS MONTH

MONTH

YEAR

SKILLS TO LEARN	PEOPLE TO SEE	PLACES TO GO	THINGS TO TRY	THINGS TO AVOID

THIS MONTH AT A GLANCE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

THIS MONTH'S SUCCESSES

PLANS FOR NEXT MONTH

MONTHLY PLANNER

GOAL FOR THIS MONTH

MONTH

YEAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

THIS MONTH'S NOTES

QUARTERLY GOALS

QUARTER 1

J	
F	
M	

QUARTER 2

A	
M	
J	

QUARTER 3

J	
A	
S	

QUARTER 4

O	
N	
D	

THE POMODORO TECHNIQUE

Source: Francesco Cirillo



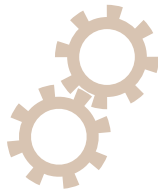
Decide on the task you need to do

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



Set timer to 25 minutes

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



Work on task until timer rings

Spend the next 25 minutes immersed in the task.



Make a check on paper

This check shows you've successfully completed one session.



Take a 5 minute break

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



After 4 check marks take a 30 minute break

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

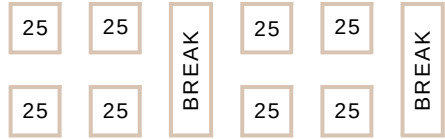
THE POMODORO TECHNIQUE

Source: Francesco Cirillo

TASK ONE



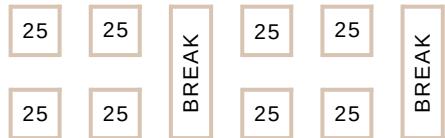
TARGET



TASK TWO



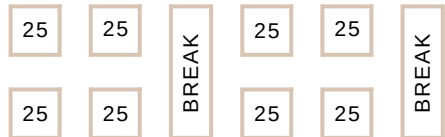
TARGET



TASK THREE




TARGET



YEARLY PLANNER

JANUARY



FEBRUARY



MARCH



APRIL



MAY



JUNE



JULY



AUGUST



SEPTEMBER




OCTOBER



NOVEMBER



DECEMBER



15-MINUTE PLANNER

MORNING

5:00	
5:15	
5:30	
5:45	
6:00	
6:15	
6:30	
6:45	
7:00	
7:15	
7:30	
7:45	
8:00	
8:15	
8:30	
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9:45	
10:00	
10:15	
10:30	
10:45	
11:00	
11:15	
11:30	
11:45	
12:00	

AFTERNOON

12:15	
12:30	
12:45	
13:00	
13:15	
13:30	
13:45	
14:00	
14:15	
14:30	
14:45	
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17:15	
17:30	
17:45	
18:00	
18:15	
18:30	
18:45	
19:00	
19:15	

30-MINUTE PLANNER

MORNING

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

AFTERNOON

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

24-HOUR PLANNER

1:00	
2:00	
3:00	
4:00	
5:00	
6:00	
7:00	
8:00	
9:00	
10:00	
11:00	
12:00	

13:00	
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18:00	
19:00	
20:00	
21:00	
22:00	
23:00	
24:00	

REVIEW AND REFLECT

Mistakes should be examined, learned from, and discarded; not dwelled upon and stored.

TIM FARGO

A weekly review requires you to look back over the week to get an understanding of how much you accomplished.

You can celebrate all of your achievements as well as critically evaluate what worked and what didn't work.

Using this information, you can then make changes to the following week which will make it much more productive.

This habit of reviewing your progress and evaluating completed and uncompleted tasks, will build a powerful feedback loop that informs you about how you are productive. You'll be able to see your own patterns of productivity and start to understand what motivates you.

As you do your weekly review, be honest and specific with your answers to the questions.

WEEKLY GOAL TRACKER

GOAL

	ACCOMPLISHMENTS	THOUGHTS AND FEELINGS
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		

TASK TRACKER

TASK

S M T W T F S

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

NOTES

WEEKLY REVIEW

GIVE YOUR WEEK A SCORE OUT OF 10

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

MY ACHIEVEMENTS THIS WEEK

WHAT WENT WELL

WHAT COULD HAVE BEEN BETTER

WHAT I LEARNED

GRATITUDE

-
-
-

HOW NEXT WEEK WILL BE BETTER

WEEKLY REVIEW

A summary of the week:

What did I accomplish?

What worked well?

What didn't work well?

What is left on my priority/to do list?

What did I procrastinate about? Why?

What can I do to make next week better?

MONTHLY REVIEW

MONTH'S SCORE OUT OF 10

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

A SUMMARY OF THE MONTH

WHAT WENT WELL

WHAT COULD HAVE BEEN BETTER

WHAT I LEARNED

MEMORIES

HOW NEXT MONTH WILL BE BETTER

HABIT TRACKER

MONTH OF:

HABIT:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

HABIT:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

HABIT:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

HABIT:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

NOTES:

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Honor Your Essence

SELF-LOVE, PERSONAL DEVELOPMENT
& EMPOWERMENT

