



1-Page Productivity Planner

PRIORITIES-the main things I must complete today, no matter what.

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

- 1) _____
- 2) _____

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):

- 1) _____
- 2) _____

People I'm waiting on.

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

- 1) _____
- 2) _____