

# Daily Productivity Plan

Run your day your way

Today's Date: \_\_\_\_\_



## Morning

I am grateful for/excited for/affirmation: \_\_\_\_\_

\_\_\_\_\_

Brain dump (List what's on your mind - e.g. errands, phone calls, to-dos):

**Note: It's important that you schedule the below items in your calendar to make sure you get them done.**

Business goal(s): \_\_\_\_\_

Most important actions of the day that will move the needle forward:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Personal goal(s): \_\_\_\_\_

Most important actions of the day that will move the needle forward:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Resources/people/tech/skills you can tap into to that could help you reach your goals:

\_\_\_\_\_

\_\_\_\_\_



## Evening Reflection

How would you rate your day? (A+ to D-) \_\_\_\_\_

What's working?: \_\_\_\_\_

\_\_\_\_\_

What's not working?: \_\_\_\_\_

\_\_\_\_\_

Ideas for improvement: \_\_\_\_\_

\_\_\_\_\_