

Productivity Planner

Date _____ Weekly focus _____

Top 3 priorities

- [ ]
- [ ]
- [ ]

Time blocks

Other tasks (max 8)

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Appointments and deadlines

Follow-ups and waiting on

- [ ]
- [ ]
- [ ]

Parking lot

Today's wins

First step tomorrow

Pick three. Block time for them first. Everything else fits around them.