

THE PRODUCTIVE DAY PLANNER

DATE:

NO.1 GOAL FOR THE DAY:

3 MAIN TASKS:

1. _____
2. _____
3. _____

TIME TRACKER (25 MIN INTERVALS)

TARGETS



MUST DO:

TIME TRACKER (25 MIN INTERVALS)

TARGETS



SCHEDULED APPOINTMENTS/CALLS:

TIME: 10:00 AM DETAILS: 1000

NOTES:

NOTES:

MUST DO:

CAN WAIT:

TOMORROW:

TOMORROW:

TIME TRACKER (25 MIN INTERVALS)

TARGET



Productivity Planner How To

Patricia Larson

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