

# One-Page Productivity Planner

## 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 need to reach out to today no matter what.

### People I'm waiting on

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

## 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.

"Beware of your inbox, it's nothing but a convenient organizing system for other people's agendas. Your goal is to always keep the main thing the main thing in your life, whatever it may be. Focus today. Use your psychology, physiology, productivity, and persuasion skills to amplify your energy and results. It's your time. Today. Live. Love. Matter." — Brendon Burchard, Founder of High Performance Academy.

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**Mike Jess**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name 'Mike Jess'.

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**Environmental Guidelines for Settlements Planning and Management** United Nations Centre for Human Settlements, 1987      **Maintenance Planning and Scheduling Handbook 3/E** Richard (Doc) Palmer, 2012-08-14 The fully updated industry standard guide to maintenance planning and scheduling Written by a Certified Maintenance and Reliability Professional CMRP with more than three decades of experience this thoroughly revised resource provides proven planning and scheduling strategies that will take any maintenance organization to the next level of performance The book covers the accuracy of time estimates the level of detail in job plans creating schedules staging material utilizing a CMMS and more all designed for increasing your workforce without hiring Maintenance Planning and Scheduling Handbook Third Edition features major additions to the business case for planning and scheduling new case studies an expanded chapter on KPIs with sample calculations a new chapter on successful outage management and a new appendix illustrating how to easily conduct an in house productivity study New discussions reveal how the principles of planning and scheduling closely follow the timeless management principles of Dr W Edwards Deming and Dr Peter F Drucker This comprehensive guide delivers the experience advice and know how necessary to establish a world class maintenance operation Detailed coverage of The business case for the benefit of planning Planning principles Scheduling principles Dealing with reactive maintenance Basic planning Advance scheduling Daily scheduling and supervision Forms and resources The computer in maintenance How planning interacts with preventive maintenance predictive maintenance and project work How to control planning and use associated KPIs for planning and overall maintenance Shutdown turnaround overhaul and outage management Conclusion start planning      **Computerworld** , 1982-10-11 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network      **Maintenance Planning and Scheduling Handbook, 4th Edition** () (Doc) D. D. D. Palmer, 2019-09-13 The industry standard resource for maintenance planning and scheduling thoroughly revised for the latest advances Written by a Certified Maintenance and Reliability Professional CMRP with more than three decades of experience this resource provides proven planning and scheduling strategies that will take any maintenance organization to the next level of performance The book resolves common industry frustration with planning and reduces the complexity of scheduling in addition to dealing with reactive maintenance You will find coverage of estimating labor hours setting the level of plan detail creating practical weekly and daily schedules kitting parts and more all designed to increase your workforce without hiring Much of the text applies the timeless management principles of Dr W Edwards Deming and Dr Peter F Drucker You will learn how you can do more proactive work when your hands are full of reactive work Maintenance Planning and Scheduling Handbook Fourth Edition features more new case studies showing real world successes a new chapter on getting better storeroom support

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