

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:**

NOTES:

CAN WAIT:

TOMORROW:

TIME TRACKER (25 MIN INTERVALS)

TARGET



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