

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 A.M. — 1:00 P.M. / DETAILS:

NOTES:

CAN WAIT:

TOMORROW:

Handwriting practice lines for the word 'the'.

TIME TRACKER (25 MIN INTERVALS)

TARGET



Productivity Planner How To

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Skills Committee**

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