



Productivity planner

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Templates

WEEK 1

Monday | Apr 1

- ☒ To write a "Competitor Analysis" script
- ☒ FB posts till Friday
- ☒ Every Monday's call with the team

WEEK 2

Monday | Apr 8

- ☐ Wash and fold clothes for the week
- ☐ Check and pay bills that are due this week

WEEK 3

Monday | Apr 15

- ☐ Every Saturday house cleaning
- ☐ Go to see the Spider-Man movie
- ☐ Meet friends for a barbecue
- ☐ Take a walk with the family

WEEK 4

Monday | Apr 22

- ☐ Make the presentation
- ☐ 4 pm. Presentation "Competitor Analysis"
- ☐ Go over LinkedIn posts

WEEK 5

Monday | Apr 29

- ☒ To write a "Competitor Analysis" script
- ☒ FB posts till Friday
- ☒ Every Monday's call with the team

Tuesday | Apr 2

- ☒ 11 am. storming with the team
- ☒ Work on email messages
- ☒ Study with Irene

Tuesday | Apr 9

- ☐ Wipe down counters and appliances, sweep and mop floors
- ☐ Relax and unwind with a movie or TV show

Tuesday | Apr 16

- ☐ Every Monday's call with the team
- ☐ Take a walk with the family
- ☐ Check and pay bills that are due this week

Tuesday | Apr 23

- ☐ Every Saturday house cleaning
- ☐ Go to see the Spider-Man movie
- ☐ Meet friends for a barbecue

Tuesday | Apr 30

- ☒ 11 am. storming with the team
- ☒ Work on email messages
- ☒ Study with Irene

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L Darling-Hammond



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