

Daily Productivity Plan

Run your day your way

Today's Date: _____



Morning

I am grateful for/excited for/affirmation: _____

Brain dump (List what's on your mind - e.g. errands, phone calls, to-dos):

Note: It's important that you schedule the below items in your calendar to make sure you get them done.

Business goal(s): _____

Most important actions of the day that will move the needle forward:

1. _____
2. _____
3. _____

Personal goal(s): _____

Most important actions of the day that will move the needle forward:

1. _____
2. _____
3. _____

Resources/people/tech/skills you can tap into to that could help you reach your goals:



Evening Reflection

How would you rate your day? (A+ to D-) _____

What's working?: _____

What's not working?: _____

Ideas for improvement: _____
