

The life changing Daily Productivity Planner

Date:

Projects

Project 1:

3 things I must do to move this project forward

- 1)
- 2)
- 3)

Project 2:

3 things I must do to move this project forward

- 1)
- 2)
- 3)

Project 3:

3 things I must do to move this project forward

- 1)
- 2)
- 3)

Delegation

People I need to speak to today

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People I'm waiting on to get stuff done

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Stuff

The things that I must get done today, before the thieving time bandits swoop in

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Paul Green's

MSPMarketing

www.paulgreensmbspmarketing.com

☹☹ *Nothing is so
fatiguing as the eternal
hanging on of an
uncompleted task* ☹☹

William James,
American psychologist