



# The **life changing** Daily Productivity Planner

Date: \_\_\_\_\_

## Projects

Project 1:

Project 2:

Project 3:

3 things I must do to move this project forward

- 1) .....
- 2) .....
- 3) .....

3 things I must do to move this project forward

- 1) .....
- 2) .....
- 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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☹☹ *Nothing is so fatiguing as the eternal hanging on of an uncompleted task* ☹☹  
William James, American psychologist