

1 PAGE PRODUCTIVITY PLANNER

My Projects / Key Tasks / Mini Steps

	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6	Project 7	Project 8	Project 9	Project 10
1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10

PEOPLE I NEED TO REACH OUT TO PROGRESS/COMPLETE THESE PROJECTS

	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6	Project 7	Project 8	Project 9	Project 10

New Priorities (Tasks given by others you need to Action asap)

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Other Peoples' Priorities / Agendas (Tasks you don't need to action straight away - can be done in the spaces between other tasks)

Challenges / Rooms For Improvement / Efficiency / Automate or Routine - Habitualise Monotonous Consistent Tasks

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