

Productivity Planner

PROJECTS		
Project #1	Project #2	Project #3
5 big things I must do to move this project forward:	5 big things I must do to move this project forward:	5 big things I must do to move this project forward:
1)	1)	1)
2)	2)	2)
3)	3)	3)
4)	4)	4)
5)	5)	5)
PEOPLE		
People I need to reach out to today List the people you have to reach out to today no matter what:	People I'm waiting on List the people who you need something from to move forward:	
PRIORITIES		
The main things I must complete today, no matter what. List the priorities and to-dos that must be accomplished today and DO these before getting trapped in your inbox and other people's agendas.		