

Productivity Planner

LIVE A LIFE OF PURPOSE



BUSINESS

EST.



2017

FIGHT
• CLUB •

ELEPHANT & CO.

Activity

Productivity Planner.



**Do you feel like you are getting nowhere?
Do you feel like there is never enough time in the day?
Do you want to live a life of purpose?**

This productivity planner aims to help you achieve more and be a man of action, stop procrastinating. It will help you to move forward, achieve your targets and goals. Be more productive and use your time with purpose, doing the things that matter most to you.

How it works:

Write down everything for the week ahead, all the main, secondary and additional task for the week ahead. Then make a commitment to the week.

Then we want you to break it down to a daily task as follows:

Step 1:

Write a word or quote for the day, something that will inspire you.

Step 2:

Identify the most important task for the day. This is the task that is a must complete to make today a success.

Step 3:

This is where the magic happens. Identify how long the task will take in 30 min blocks.(target)
Eg. If it will take 2 hours, put 4 in the box provided. As you give time to the task, shade the blocks in as you spend 30 minutes on the task. Once you have completed the task, in the next box write the amount it actually took.(actual)

Step 4:

What are the secondary tasks that need to be completed. It is important to put these in order. These are tasks that will make your day even better. (repeat step 3)

Step 5:

What are any additional tasks that you would like to complete. These are the added value tasks, the cherry on top.

Step 6:

This is a space for you. Where you can write any ideas, notes, interruptions. Something you want to note down quickly or keep track of. This is your purpose space for all of the above.

Step 7:

Your productivity score and why.

Once the week is completed, it is important to stop and reflect. We have provided some weekly review questions that may help you fight for what matters most in your life, the following week.



Productivity Planner.

WEEKLY FOCUS

FIVE MOST IMPORTANT TASKS OF THE WEEK

If these were the only tasks you completed during the week you'd be satisfied.

SECONDARY TASKS OF IMPORTANCE

Do these only after you have completed the above tasks.

ADDITIONAL TASKS

Do these only after you have completed the above tasks.

COMMITMENT

What one action will you take to make this week more productive?

PRODUCTIVITY PLANNER

Date: ____/____/____



INSPIRATIONAL QUOTE OR WORD OF THE DAY

MOST IMPORTANT TASK OF THE DAY

If this was the only thing you completed you would still be happy

_____	<input type="checkbox"/>	○○○○○	<input type="checkbox"/>
	Target	30 Min blocks	Actual

SECONDARY TASKS OF IMPORTANCE

Completion of these will make the day even better

_____	<input type="checkbox"/>	○○○○○	<input type="checkbox"/>
_____	<input type="checkbox"/>	○○○○○	<input type="checkbox"/>

ADDITIONAL TASKS

Do these only once you have completed the tasks above

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_____	<input type="checkbox"/>	○○○○○	<input type="checkbox"/>

NOTES

PRODUCTIVITY SCORE

How productive were you on a scale of 1-10. Why?

1 2 3 4 5 6 7 8 9 10

PRODUCTIVITY PLANNER

Date: ____/____/____



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WEEK IN REVIEW

The week in review requires you to reflect back on the week that's been so you can get a sense of how much you have accomplished.

This will help you evaluate what worked, what didn't, and what adjustments need to be made for next week to be more productive.

The habit of looking at your tasks, both completed and incomplete, builds a strong feedback system that teaches you about your patterns of productivity. Remember, honesty is the best policy.

WEEKLY WINS

What went well? Any wins, no matter the size?

WHAT TASKS WERE NOT COMPLETED

Recommit to complete these tasks next week.

WHAT HAVE YOU LEARNT

How will you implement this moving forward?

NEXT WEEK

What actions will you take to ensure you are productive?
