



Either you run the day, or the day runs you.....

Productivity Planner

List your top 3 Medium Range Goals - something to accomplish in the next 2-6 months.

What are the priorities I am committed to completing today - **list these in order of importance and do not let your email inbox, social media or other people's agenda derail you. Once you have these listed, block the time in your calendar/day timer.**

Project #1- what are the 3 most important things I need to do in order to move this project forward?

Project #2 - what are the 3 most important things I need to do in order to move this project forward?

Projects could include calls to new prospects, follow up, training, events, blogging and video creation - you'll know based on what your goals are.

People who I need to connect with today?

My scheduled time for Email is:

My scheduled time for Social Media is:

Things which matter most must never be at the mercy of things which matter least. - Goethe