

Productivity PLANNER



THE *Savvy* COUPLE

LIFE *Changes*

WHERE AM I NOW? {WHAT LIFE SITUATION DO YOU DESIRE TO CHANGE?}	WHERE DO I WANT TO BE? {WHAT GOAL DO I HAVE}	HOW DO I GET THERE? {WHAT ARE THE NEXT STEPS TO ACCOMPLISH THE GOAL?}

GOAL *Planning*

WHAT GOAL AM I TRYING TO ACCOMPLISH & WHY IS IT SO IMPORTANT?

--

WHAT ARE THE MAIN GOALS TO ACCOMPLISH THIS OBJECTIVE?

WHAT ARE THE STEPS IN ORDER TO COMPLETE THE OBJECTIVE?

TARGET COMPLETION DATE:

TARGET COMPLETION DATE:

TARGET COMPLETION DATE:

YEARLY *Goals*

JANUARY GOALS

FEBRUARY GOALS

MARCH GOALS

APRIL GOALS

MAY GOALS

JUNE GOALS

JULY GOALS

AUGUST GOALS

SEPTEMBER GOALS

OCTOBER GOALS

NOVEMBER GOALS

DECEMBER GOALS

MONTHLY *Goals*

MONTH: _____

FOCUS: _____

MONTHLY GOALS LIST

1

GOAL:
ACTION STEPS:
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<input type="checkbox"/>
<input type="checkbox"/>

2

GOAL:
ACTION STEPS:
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3

GOAL:
ACTION STEPS:
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

MONTHLY PRIORITIES *Masterlist*

PERSONAL

WORK

TOP PRIORITY {URGENT- IMPORTANT}

HIGH VALUE {URGENT – NOT IMPORTANT}

NOTES & OTHER PRIORITIES

GOAL MINDMAP & *Doodles*

PRODUCTIVITY *Limits*

LIMITING YOUR PRODUCTIVITY

WHAT ARE 3 DISTRACTIONS THAT KEEP YOU FROM BEING PRODUCTIVE?

DISTRACTION 1:

DISTRACTION 2:

DISTRACTION 3:

CREATE AN ACTION PLAN

WHAT ARE SOME STRATEGIES YOU CAN USE TO DEAL WITH THOSE DISTRACTIONS?

DISTRACTION 1:

- _____
- _____
- _____
- _____
- _____

DISTRACTION 2:

- _____
- _____
- _____
- _____
- _____

DISTRACTION 3:

- _____
- _____
- _____
- _____
- _____

WHAT COULD YOU BE DOING TO BE MORE PRODUCTIVE?

PAIN *Points*

WHAT ARE PAIN POINTS WITHIN YOUR DAY?





























GETTING MORE DONE *With Kids*

MAKE MANAGEABLE GOALS

LET THINGS GO

INVOLVE YOUR KIDS

MEAL PLAN & FREEZER COOKING

CREATE A FAMILY ROUTINE

BABY WEAR

BECOME MINIMALIST

FIND AREAS TO AUTOMATE

CREATE SYSTEMS

DELEGATE TO YOUR PARTNER

COMPLETE A TIME BUDGET AUDIT

TIME BLOCK YOUR DAY

TASKS TO DELEGATE *To Spouse*

SCHOOL PICKUP & DROP OFF

LAUNDRY

MAKING MEALS

GROCERY PICKUP

CLEANING BATHROOMS

DISHES

TAKE CARE OF THE PETS

BILL PAYING

LANDSCAPING

BATHTIME/NIGHT TIME ROUTINE

SCHEDULE DOCTOR/DENTIST APPS

PLANNING FAMILY ACTIVITIES

TO-DO *List*

MUST GET DONE TODAY:		✓
1.		
2.		
3.		

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

TIME BUDGET *Template*

EXAMPLE

ACTIVITY	M	T	W	T	F	S	S	WEEKLY TOTAL IN MINS	TOTAL IN HOURS
COMMUTING TO & FROM WORK	40	40	40	40	40			200	3.3
EXERCISE		30		30		30		90	1.5
FAMILY TIME	120	120	120	120	120	660	660	1920	32
MEAL PREPPING	40	30	50	45	20	105	180	470	7.8
WATCHING TV	60	60	60	60	60	180	180	660	11
LAUNDRY		5		10		30	60	105	1.75
TOTAL NUMBER OF HOURS THIS WEEK:									57.35

TIME BUDGET *Template*

ACTIVITY	M	T	W	T	F	S	S	WEEKLY TOTAL IN MINS	WEEKLY TOTAL IN HOURS
TOTAL NUMBER OF HOURS THIS WEEK:									

PROJECT *Planner*

PROJECT NAME:	START DATE:	DUE DATE:
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PROJECT GOAL:

ACTION STEPS	DUE DATE	✓

NOTES

PROGRESS TRACKER									
1	2	3	4	5	6	7	8	9	10

IDEAL *Morning*

BEFORE KIDS WAKE:

- _____
- _____
- _____
- _____
- _____

BEFORE KIDS LEAVE:

- _____
- _____
- _____
- _____
- _____

TOP PRIORITIES:

- _____
- _____
- _____
- _____
- _____

MEAL PLAN FOR TODAY:

- B: _____
- S: _____
- L: _____
- S: _____
- D: _____

HOUSEHOLD CHORES:

- _____
- _____
- _____
- _____
- _____

NOTES:

IDEAL *Morning*

EXAMPLE

BEFORE KIDS WAKE:

- GET DRESSED
- HAIR/MAKEUP
- COFFEE
- GRATITUDE JOURNAL
- _____

BEFORE KIDS LEAVE:

- DRESSED
- TEETH BRUSHED
- BREAKFAST
- LUNCH & SNACK PACKED
- BOOK BAGS PACKED

TOP PRIORITIES:

- GO FOR A RUN
- COOK DINNER
- READ 2 CHAPTERS

MEAL PLAN FOR TODAY:

- B: BREAKFAST SANDWICHES**
- S: YOGURT AND MEAL BAR**
- L: SALAD**
- S: FRUIT/CHEESE/NUTS**
- D: LASAGNA**

HOUSEHOLD CHORES:

- 1 LOAD OF LAUNDRY
- UNLOAD THE DISHWASHER
- EMPTY GARBAGES
- _____

NOTES:

IDEAL *Evening*

BEFORE KIDS SLEEP:

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- _____
- _____
- _____

TODAY'S ACCOMPLISHMENTS:

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- _____
- _____
- _____
- _____

BEFORE BED:

- _____
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- _____

HOUSEHOLD CHORES:

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- _____

TOMORROW'S GOALS:

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- _____
- _____
- _____
- _____

NOTES:

IDEAL *Evening*



BEFORE KIDS SLEEP:

- BATHS
- CLOTHES PICKED OUT
- LUNCHES MADE
- BOOK BAGS PACKED
- READ BOOKS

BEFORE BED:

- SHOWER
- PICK OUT CLOTHES
- STRETCH
- DRINK CALM TEA
- LEAVE PHONE IN OTHER ROOM

TOMORROW'S GOALS:

- SCHEDULE A GIRLS NIGHT
- WEEKLY BUDGET
- RETURN BOOKS TO LIBRARY

TODAY'S ACCOMPLISHMENTS:

- 2 MILE RUN
- 1 CHAPTER IN BOOK
- HOME COOKED MEAL

HOUSEHOLD CHORES:

- RUN THE DISHWASHER
- 1 LOAD OF LAUNDRY
- CLEAN KITCHEN COUNTERS
- ORGANIZE & DECLUTTER

NOTES:

TIME BLOCKING *Schedule*

MORNING		
MORNING WORK		
LUNCH		
AFTERNOON WORK		
EVENING		
NIGHTTIME		

TIME BLOCKING *Sch*

EXAMPLE

MORNING	6:00 AM - 9:00 AM	<input type="checkbox"/> WAKE UP <input type="checkbox"/> MAKE BED <input type="checkbox"/> HAVE COFFEE <input type="checkbox"/> GET READY FOR THE DAY <input type="checkbox"/> UNLOAD DISHWASHER <input type="checkbox"/> START KIDS BREAKFAST
MORNING WORK	9:00 AM - 12:00 PM	<input type="checkbox"/> COMMUTE TO WORK <input type="checkbox"/> HARD WORK TASKS FIRST
LUNCH	12:00 PM - 1:00 PM	<input type="checkbox"/> EAT LUNCH <input type="checkbox"/> SCHEDULE APPOINTMENTS <input type="checkbox"/> CHECK SOCIAL MEDIA
AFTERNOON WORK	1:00 PM - 5:00 PM	<input type="checkbox"/> EASY/MINDLESS WORK TASKS <input type="checkbox"/> COMMUTE HOME
EVENING	5:00 PM - 8:00 PM	<input type="checkbox"/> PREPARE & HAVE DINNER <input type="checkbox"/> ASSIST WITH HOMEWORK <input type="checkbox"/> LOAD THE DISHWASHER <input type="checkbox"/> CLEAN THE KITCHEN
NIGHTTIME	8:00 PM - 10:30 PM	<input type="checkbox"/> RELAX <input type="checkbox"/> SPEND TIME WITH SIGNIFICANT OTHER <input type="checkbox"/> WATCH A SHOW <input type="checkbox"/> READ BOOK <input type="checkbox"/> SHOWER <input type="checkbox"/> PICK OUT CLOTHES FOR TOMORROW

IMPORTANT *Dates*

JANUARY

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FEBRUARY

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MARCH

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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DAILY Schedule

_____ / _____ / _____

TIME	✓	ACTIVITY

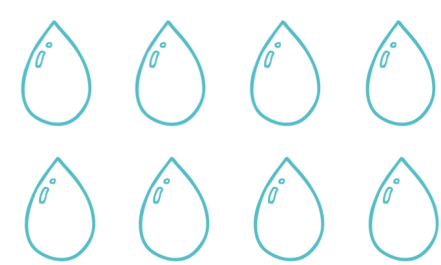
TOP THREE GOALS

1. _____

2. _____

3. _____

HEALTH



EXERCISE

TO-DO LIST

JANUARY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
7:00 AM			7:00 AM
8:00 AM			8:00 AM
9:00 AM			9:00 AM
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WEEK OF

FRIDAY	SATURDAY	SUNDAY
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TOP GOALS

TO-DO LIST

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JANUARY

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TOP GOALS

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JANUARY

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TOP GOALS

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FEBURARY

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TOP GOALS

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FEBURARY

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TOP GOALS

TO-DO LIST

NOTES

MARCH

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TOP GOALS

TO-DO LIST

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MARCH

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
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OCTOBER

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