



5-STEP PRODUCTIVITY SCHEDULE

DATE: ___/___/___

1 BRAIN DUMP / TO DO'S

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

2 PRIORITIZE

PRIORITIES	WHEN?	WHERE?	HOW LONG?	DONE

4 BREAKS

MOVING	MINDFUL	HOW LONG?

3 SCHEDULE

5 AM	
6 AM	
7 AM	
8 AM	
9 AM	
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	
8 PM	
9 PM	
10 PM	

5 QUOTE/MANTRA TO KEEP ME GOING!