

Daily Productivity Planner

Name: _____

Date: _____

Top 3 Priorities for Today

1. _____
2. _____
3. _____

Time-Blocked Schedule

Time	Task / Meeting	Notes
7:00 - 8:00		
8:00 - 9:00		
9:00 - 10:00		
10:00 - 11:00		
11:00 - 12:00		
12:00 - 1:00	Lunch / Break	
1:00 - 2:00		
2:00 - 3:00		
3:00 - 4:00		
4:00 - 5:00		
5:00 - 6:00	Wrap-up / Admin Tasks	

Task List

- ☐ _____
- ☐ _____
- ☐ _____

- ☐ _____
- ☐ _____

Emails / Follow-ups

- _____
 - _____
-

Progress Tracker

Rate your productivity today (1-10): _____

Biggest win of the day: _____

One thing to improve tomorrow: _____

Mindset & Wellbeing Check-In

- Mood: 😊 😐 😞
- Did I take a break today? ☐ Yes ☐ No
- Hydration: 💧 💧 💧 💧 💧
- Movement: ☐ Stretch ☐ Walk ☐ Workout ☐ None