

# the productivity planner

Complete The Night Before To Get More Done In Less Time!

Start here by getting clear on what your no. 1 priority is for tomorrow

My Intentions

Daily Goal:

Daily Gratitude:

Next, break it up into 5 action items, starting with the most important

My Daily 5

1  
You must finish this before you can move on!

2  
Seriously! No skipping ahead, mama.

3  
You are halfway through your to-dos, way to go!

4  
Did you have any idea that you could be this productive?

5  
Anything that didn't get done today goes to the top of the list for tomorrow!

Accountability

1 2 3 4 5

The FREE MAMA

Date: / /

My Thoughts

Something on your mind? Jot it down now and come back to it later

Track your progress. How many of your Daily 5 did you complete?

bravo, mama  
You Did Totally Awesome Today!