

PRODUCTIVITY *Planner*

DATE:

TOP PRIORITIES

25 MIN TRACKER

1
TARGET

● ● ● ●
● ● ● ●

2
TARGET

● ● ● ●
● ● ● ●

3
TARGET

● ● ● ●
● ● ● ●

4
TARGET

● ● ● ●
● ● ● ●

5
TARGET

● ● ● ●
● ● ● ●

REFLECTION

WHAT WENT WELL?

-
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WHAT COULD BE DONE BETTER?

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NOTES

PRODUCTIVITY *Planner*

DATE: 29 April 1920

TOP PRIORITIES

25 MIN TRACKER

1 TARGET 2h	Prepare for certification exam	x	x	x	x
2 TARGET 1.5h	Research for project	x	x		
3 TARGET 30min	Review & submit assignment	x			
4 TARGET					
5 TARGET					

REFLECTION

WHAT WENT WELL?

- This planner for time mgmt!
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WHAT COULD BE DONE BETTER?

- Prioritize the order of tasks
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NOTES