

# PRODUCTIVITY TRACKER

Date: \_\_\_\_\_

Employee Name:

Department/Project:

## TOP 3 CRITICAL PRIORITIES

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## SECONDARY OBJECTIVES

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TIME BLOCK	ACTIVITY / TASK DESCRIPTION	STATUS / OUTCOME
08:00 AM		
09:00 AM		
10:00 AM		
11:00 AM		
12:00 PM		

TIME BLOCK	ACTIVITY / TASK DESCRIPTION	STATUS / OUTCOME
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01:00 PM

02:00 PM

03:00 PM

04:00 PM

05:00 PM

**DAILY REFLECTION & BLOCKERS**

Manager Initials: \_\_\_\_\_ Completion Rate: \_\_\_\_\_%