

DAILY PRODUCTIVITY

Date: _____

TOP PRIORITIES

SCHEDULE

08:00 AM

09:00 AM

10:00 AM

11:00 AM

12:00 PM

01:00 PM

02:00 PM

03:00 PM

04:00 PM

05:00 PM

DEEP WORK GOAL

QUICK TASKS

SELF-CARE

Hydrate (8 glasses)

Walk / Movement

Desk Stretch

END OF DAY REFLECTION