

DAILY PRODUCTIVITY CHECKLIST

- ✓ Start your day with your **morning routine**.
- ✓ Outline your top 3 priority tasks for the day - focus on what's most important!
- ✓ Set your big 3 goals for the day - be realistic and intentional.
- ✓ Break your to-do list and goals down into small, actionable steps
- ✓ Block out your schedule for the day - track your time and leave room for regular breaks.
- ✓ Focus on ONE THING at a time - no more multitasking!
- ✓ Put social media on pause until you've tackled your big 3 to-do's and recapped your big 3 goals.
- ✓ Keep a "done" list to go with your to-do list
- ✓ Spend 15 minutes at the end of the day reviewing your wins and mentally preparing yourself for the next day.

DATE:

TODAY'S TO-DOS:

Handwriting lines for 'TODAY'S TO-DOS' section, consisting of 18 horizontal teal lines.

TODAY'S GOALS:

Handwriting lines for 'TODAY'S GOALS' section, consisting of 18 horizontal teal lines.

DATE:

TODAY'S DONE LIST:

TODAY'S WINS:
