



PRODUCTIVE PLANNING

-Reflect Affirm-

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www.ReflectAffirm.com

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INTRODUCTION

Do you struggle with productivity like the rest of us? It can be so hard to stay on track. Setting specific goals and planning it all out can drastically improve your overall productivity.

The Reflect Affirm Productivity Planner PDF will help you plan your day, week, and month. Set goals, track progress and become more productive.

Before you get started though, I want to let you in on a little secret. We could all use a few more hours in the day. But, is it possible that you're just not making the most of your hours? Everyone is limited to 24 hours per day – it only makes sense that the people getting the greatest productivity from those hours are going to win the game of life.

Here's the most powerful productivity tip you'll ever read: *Always do the most important thing first.*

How simple is that? Sounds pretty easy right? The only problem is you need to know what that thing is! That is where the Productivity Planner comes in handy to help you determine actionable steps to reach your goals daily, weekly, monthly, and yearly.

You consistently get the most important things done. Of course, if you do the most important thing first each day, you consistently get the most important thing done. How many people can say that? Everyone else is avoiding the most important thing, because it's often the least pleasant.

You don't have a lot of competition when you're willing to do the tough things. You'll leave everyone in the dust.

Do your most important work when you're at your best. For many, willpower is at a maximum earlier in the day. Your ability to do challenging things is greatest in the morning. You're fresh and your willpower is at its highest level of the day. Everything you do saps a little of your willpower, so do the most important thing first.

Leave the easier tasks for later in the day. You'll need less willpower to complete those easy things, so save them for those times you have less willpower to spare.

How Can the Productivity Planner Help?

When you plan out your goals for the day, week, month or year, you start out ready to go with a clear focus. You know exactly what tasks need to be tackled first to make those steps to reach your big goals.

Focusing on the most important task become a habit that can be used in every part of your life. This is a powerful habit to create. Imagine how much you would accomplish over the next year if you spend the first part of your day doing the most important thing.

Contrast that to how you live your life right now. It's easy to visualize the positive change this shift would have on your life.

Getting the most important thing completed each and every day is one of the best ways to guarantee your success. Begin building this important habit with your Productivity Planner. It will take your life to a new level of accomplishment.

PROJECT PLANNER

Project

Timeline

DESCRIPTION

STEP BY STEP

SCHEDULE

RESOURCES

SUPPLIES

NOTES

Project

[illegible]



A LITTLE PROGRESS

EACH DAY
ADDS UP

==TO BIG==

Results

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The *DAILY* OVERVIEW

Date

Schedule

5am

6am

7am

8am

9am

10am

11am

12am

1pm

2pm

3pm

4pm

5pm

6pm

7pm

8pm

9pm

10pm

To do

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Notes

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TODAY:FOCUS

To do

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Date

6am

7am

8am

9am

10am

11am

12am

1pm

2pm

3pm

4pm

5pm

6pm

7pm

8pm

9pm

10pm

WEEKLY PLANNER

Goals & Priorities

To do

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☐

☐

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Notes

Sun

Mon

Tue

Wed

Thu

Fri

Sat

STRIVE

FOR

PROGRESS

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PERFECTION

- Reflect Affirm -

HABIT TRACKER



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MONTHLY PLANNER

Goals&Priorities

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Deadlines&Dates

MONTHLY PLANNER

Month

SUN MON TUE WED THU FRI SAT

Notes

The *MONTHLY* OVERVIEW

Notes

Successes

To improve

Next month focus

YEARLY OVERVIEW

Priorities

To do

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Successes

Unfinished

Notes

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★ **MAKE** ★
TODAY

THE DAY TO

LEARN

something

NEW

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