# The Daily Productivity Planner

Plan your day by when you're the most productive!

December 2008

| M | T | W | Th | Fr | St | Sn |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 37 | 1 | 2 | 3 | 4 |

Planned Tasks 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 Completed Tasks 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

## Projects In Focus

What Projects Are You Focusing on Today?

| Project | ID | Code | Due Date |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## Scheduled Events

What Events Are Already Planned for Today?

| Time | Event |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |

## Supporting Tasks

What Do You Need to Do to Complete Those Projects?

| Task | Project | Status |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

## Daily Schedule

When Are You Going to Do Your Tasks Today?

## Emergent Tasks

Sometimes Unplanned Tasks Pop Up! Jot Them Down Here...

| Task | Project | Status |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

## Notes

Write Reference and Continuity Notes Here...

© 2008 Charles Gilkey - For more information, visit http://www.productiveflourishing.com/