The Productivity Jumpstarter

Focus: Clear Your Plate and Your Head!

November 2008

M	T	W	Th	Fr	St	Sn
27	28	29	30	31	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

Instructions:

1. Take a look at the Project/Goal and Action/Task Words if you need help figuring out what you need to do.
2. List your goals for the day in the Project/Goals block. What do you actually have to get done today?
3. Write your Tasks in the Action/Tasks block. If possible, precede the task with an action word.
4. Do the first task, and only the first task, until complete. Then do the next. Rinse and repeat.
5. Once you're done with those three actions or tasks, reward yourself. Have a cookie, run around outside barefoot, play a game - it doesn't matter, but it should be a reward.
6. Should you feel the need to keep working after your reward, move to the next work block and keep working. Try to stick to one worksheet for the day. You know, for the trees and your sanity.

Project/Goal Words

Finalize	Resolve	Handle
Look Into	Submit	Maximize
Organize	Design	Complete
Ensure	Roll Out	Update
Install	Implement	Set-up

Action/Task Words

Call	Organize	Review
Buy	Fill Out	Find
Purge	Look Into (Web)	Gather
Print	Take	Waiting For
Load	Draft	Email

Projects/Goals	Actions/Tasks
0	0
0	0
0	0

BREAK!

Go do something fun!

Projects/Goals	Actions/Tasks
0	0
0	0
0	0

DONE!

Seriously...call it a day.

Notes

Write Reference and Continuity Notes Here...

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