The Productivity Jumpstarter

Stop Being Busy and Start Being Productive!

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Instructions:

1. List your goals for the day in the Goals block. What do you actually have to get done today?
2. Review the action words to come up with a task that helps advance one of your goals from Step 1.
3. Do the first action, and only the first action, until complete. Then do the next. Rinse and repeat.
4. 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.
5. If you absolutely must, do another work burst. Then either move to a more organized planner or quit for the day!

Action Words

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

Goals	Actions

BREAK! Go do something fun!

Goals	Actions

DONE! Call it a day!

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