



PRODUCTIVITY JUMPSTARTER

Stop being busy and start being productive!

Date: _____

Instructions

1. List your goals for the day. What do you actually have to get done today?
2. Review the action words and write action items that will advance those goals.
3. Do the first action, and only that action, until it's complete. Then do the next one. Rinse and repeat.
4. When you're done with those three actions, reward yourself. Have a cookie, run around outside barefoot, play a game—it doesn't matter, but find a reward.
5. If you absolutely must, do another work burst. Then either move on to a more organized planner to work from or quit for the day.

Action Words

Call	Email	Share
Buy	Fill out	Find
Purge	Look into	Gather
Print	Take	Organize
Draft	Upload	Send
Ask	Thank	Process
Delegate	Review	Follow up

Goals	Actions
<i>Break time! Go do something fun.</i>	
Goals	Actions
<i>Done! Call it a day.</i>	



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