

# Daily Productivity

## CHECKLIST

DATE: \_\_\_\_\_

### 3 PRIORITIES FOR THE DAY:

1.
2.
3.

### 3 THINGS TO MOVE TO TOMORROW:

1.
2.
3.

### DAILY GOALS

7AM	_____
8AM	_____
9AM	_____
10AM	_____
11AM	_____
12PM	_____
1PM	_____
2PM	_____
3PM	_____
4PM	_____
5PM	_____
6PM	_____
7PM	_____
8PM	_____