

Maximum Productivity PLANNER

FIRST THINGS FIRST

- JOURNALING MY THOUGHTS (write one page)
- STATEMENTS OF TRUTH (list one page)
- BIBLE or GOD BOOK READING (one chapter)
- JOYFUL MOVEMENT/SOLO WALK (15-20min)

TODAY'S DATE:

WHAT'S GOD LEADING ME TO PRIORITIZE TODAY?

- GET CLIENTS: networking, relationship building, asking for reviews & video testimonials
- KEEP CLIENTS: Staying on top of client needs, staying in touch with past clients
- SUPPORT THE BUSINESS: Admin, strategy, SOPs, KPIs, meeting w/key staff

4 PRIMARY TASKS FOR TODAY

(TIP: CHOOSE ONE FROM EACH CATEGORY PLUS THE MOST PRESSING MATTER YOU NEED TO ATTEND TO.)

1.) *TASK DESCRIPTION* / *DETAILS*

2.) *TASK DESCRIPTION* / *DETAILS*

3.) *TASK DESCRIPTION* / *DETAILS*