DAILY PRODUCTIVITY SCHEDULE	/ /

Focus for Day:

Top Priority 1: _____ Top Priority 2: _____ Top Priority 3: _____ To Dos _____ _____ _____	Verse/Quote: What am I Grateful for today? _____ _____ Did I focus on what matters? _____ _____

Time:	Appointment/Work	Work Category:
8		
9		
10		
11		
12		
1		
2		
3		
4		

Small Successes/Wins:	People to Reach Out to Today:
	Categories: Biz Dev, Social Media, Content Creation, Prep/Planning, Development, Engagement, Outreach/Promo, Creativity, Writing, Podcasting