pensio

Productivity Journal

5 min

Plan your day with intention — set priorities, track focus, and reflect on what moved the needle.

SECTION 1

My #1 priority today:

SECTION 2

Top 3 tasks:

[ ]

[ ]

[ ]

SECTION 3

Time blocks:

| Time | Task | Done? |

|------|------|-------|

| | | |

| | | |

| | | |

SECTION 4

What does "done" look like today?

SECTION 5

Potential distractions or blockers:

SECTION 6

End-of-day review: What actually got done?

SECTION 7

One thing I'd do differently tomorrow:

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