

# DAILY PRODUCTIVITY PLANNER

**MOST IMPORTANT TASK:**

**BREAK #1:**

**BREAK #2:**

**SCHEDULE BREAKS:**

*Write down the time for each break in the left side column and write down what you plan to do during your break, who you plan to spend it with and where you plan to take your break in the space below.*

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**TO-DO LIST:**

**WHEN:**

*Include a list of your tasks below and in the right column labeled, "When," indicate the time of day you should accomplish these tasks based on the type of task.*

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**THREE THINGS YOU ACCOMPLISHED TODAY:**

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**MOST IMPORTANT TASK FOR TOMORROW:**