



Explore. Engage. **EVOLVE.**

WWW.PREPAREFORRAIN.COM

## YOUR PRODUCTIVITY PLANNER

# PROJECTS

Project #1: \_\_\_\_\_

5 key things I must do to move this project forward

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Project #2: \_\_\_\_\_

5 key things I must do to move this project forward

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Project #3: \_\_\_\_\_

5 key things I must do to move this project forward

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# PEOPLE

People I need to reach out to today.

List the people I have to connect with today, no matter what.

People I'm waiting on.

List the people I need something from, to move forward.

# PRIORITIES

What I must complete today, no matter what.

List your priorities and must-get-dones you want to accomplish today. Do them before getting sucked into the inbox worm-hole & other's agendas.

---

Launch into each day with energy and focus.

Yesterday is past. Tomorrow is promise.

**Today is opportunity.**

—Joel Lund, Certified Executive & Professional Coach

Find more resources at [www.PrepareForRain.com](http://www.PrepareForRain.com)