



Productivity for How You're Wired

Printable Time Tools

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1 - 10-Minute Goal and Intention Setting

Name/Date Range: _____

Focus Area	Goal or Intention	Top Priority

2 - Planning Map Snapshot

Name/Date Range:

	Area 1:	Area 2:	Area 3:	Area 4:
Goal or Intention				
Priority 1				
Priority 2				
Priority 3				

3 - Strategic Planning Map

Name/Date Range:

Success Statement:

	Area 1:	Area 2:	Area 3:	Area 4:
Goal or Intention				
Priority 1				
Priority 2				
Priority 3				

	Tactics	✓	Tactics	✓	Tactics	✓	Tactics	✓
Quarter:								
Quarter:								
Quarter:								
Quarter:								
Future Years								

4 - Ideal Week Time Map

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
:30							
6:00 AM							
:30							
7:00 AM							
:30							
8:00 AM							
:30							
9:00 AM							
:30							
11:00 AM							
:30							
12:00 PM							
:30							
1:00 PM							
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2:00 PM							
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3:00 PM							
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5:00 PM							
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8:00 PM							
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9:00 PM							
:30							
10:00 PM							
:30							
11:00 PM							
:30							

Categories	Planning	Meetings/Calls	Client Work	General Work	Focus Work	Unscheduled
Sleep/Shower/Eat	Exercise/Meditation	Social/Friends/Family	Personal Growth	Self-Care	Transition/Travel	

5 - Essential Structures

Winning Conditions - YES

Guardrails - NO

8 - Weekly Planning Checklist

Weekly Planning Checklist	
Block one hour weekly	
<input type="checkbox"/> Calendar Review	<input type="checkbox"/> Update Task List
<input type="checkbox"/> are all meetings/events on calendar?	<input type="checkbox"/> what needs to move up to CRITICAL, HOT, or SOONER?
<input type="checkbox"/> am I double booked/too tight of turn between meetings?	<input type="checkbox"/> what needs to move down to HOT, SOONER, or LATER?
<input type="checkbox"/> is planning/prep time scheduled?	<input type="checkbox"/> what needs to come off your list?
	<input type="checkbox"/> create clean, clear, usable updated list
<input type="checkbox"/> Time Map Integration	<input type="checkbox"/> Triage Email
<input type="checkbox"/> schedule regular recurring events (meetings, classes, etc.)	<input type="checkbox"/> delete all trash from your inbox
<input type="checkbox"/> schedule essential structures	<input type="checkbox"/> clear out drafts folder
<input type="checkbox"/> Process Loose Notes and Papers	<input type="checkbox"/> file your reference emails
<input type="checkbox"/> gather all loose notes and papers	<input type="checkbox"/> prioritize your actionable emails
<input type="checkbox"/> add actions to task list	
<input type="checkbox"/> add notes to electronic notes/reminders/systems	<input type="checkbox"/> Clear Your Space
<input type="checkbox"/> file papers for future reference	<input type="checkbox"/> put things away
<input type="checkbox"/> recycle, toss or shred the rest	<input type="checkbox"/> remove excess supplies
<input type="checkbox"/> Clean Up Computer	<input type="checkbox"/> Weekly Reflection
<input type="checkbox"/> close open windows on computer	<input type="checkbox"/> what went well last week?
	<input type="checkbox"/> what did I learn last week?
	<input type="checkbox"/> where did I get stuck and what did I do about it?

9 - Daily Planning Checklist

Daily Planning Checklist		
Morning Launch or Daily Wrap		
<input type="checkbox"/>	Review Calendar	
	<input type="checkbox"/>	are all meetings/events on calendar?
	<input type="checkbox"/>	am I double booked/too tight of turn?
	<input type="checkbox"/>	is planning/prep time scheduled?
	<input type="checkbox"/>	complete or add calendared daily reminders
<input type="checkbox"/>	Check Task List	
	<input type="checkbox"/>	does anything need to move CRITICAL or HOT
	<input type="checkbox"/>	add in anything new,
	<input type="checkbox"/>	mark off anything that has been completed
<input type="checkbox"/>	Email Triage	
	<input type="checkbox"/>	review new email and identify priorities
<input type="checkbox"/>	Plan Today's Work (choose one of these)	
	<input type="checkbox"/>	- top three tasks
	<input type="checkbox"/>	- top one task/two on deck
	<input type="checkbox"/>	- tasks based on timing (1 or many)
	<input type="checkbox"/>	- work from CRITICAL list
<input type="checkbox"/>	Other Activities	
	<input type="checkbox"/>	daily tracking
	<input type="checkbox"/>	close open windows and log related actions
	<input type="checkbox"/>	clear desk of projects not being addressed today

10 - Project Planning

Project:				
#	Task	Time required	Due Date	Who is responsible

11 - Dashboard

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Actual	Goal
Week of:	✓	✓	✓	✓	✓	✓	✓		
Morning Launch:									
								0	
								0	
								0	
								0	
Daily Wrap:									
								0	
Winning Conditions									
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	