5 Steps To A 30% Increase In Productivity In A Week

By Lyle Wright

Step 1…

- ✓50 Minutes…

  More Sleep

Step 2…

- ✓50 Minute…

  Morning Power Blocks

1-Page Productivity Planner

1-PAGE PRODUCTIVITY PLANNER

DATE: _____

PROJECTS

Project #1: _____

5 big things I must do to move this project forward:

1. _____
2. _____
3. _____
4. _____
5. _____

Project #2: _____

5 big things I must do to move this project forward:

1. _____
2. _____
3. _____
4. _____
5. _____

Project #3: _____

5 big 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 you have to reach out to today no matter what:

People I'm waiting on.

List the people who you need something from to move forward:

PRIORITIES

The main things I must complete today, no matter what.

List the priorities and to-dos that must be accomplished today and DO these before getting trapped in your inbox and other people's agendas.

Productivity Planner - Projects

PROJECTS

Project #1: _____

5 big things I must do to move this project forward:

1._____

2._____

3._____

4._____

5._____

Project #2: _____

5 big things I must do to move this project forward:

1._____

2._____

3._____

4._____

5._____

Project #3: _____

5 big things I must do to move this project forward:

1._____

2._____

3._____

4._____

5._____

Productivity Planner - People

PEOPLE

People I need to reach out to today.

List the people you have to reach out to today no matter what:

People I'm waiting on.

List the people who you need something from to move forward:

Productivity Planner - People

PRIORITIES

The main things I must complete today, no matter what.

List the priorities and to-dos that must be accomplished today and DO these before getting trapped in your inbox and other people's agendas.

Step 3…

- ✓50 Minute…

  Block Time

Step 4…

- ✓ Breaks…

  After 50 Minute Blocks

Step 5…

- ✓50 Minute…

  Renewals

5 By 50 Plan Steps Summary…

- ✓50 Minutes More Sleep
- ✓50 Minute Morning Power Blocks
- ✓50 Minute Block Time
- ✓Breaks After 50 Minute Blocks
- ✓50 Minute Renewals

Thank You…

Comments Or Questions?