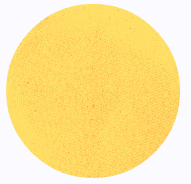


# TO DO

DAILY PRODUCTIVITY PLANNER



## BEING A FIREFIGHTER

9 - 10am

urgent tasks from overnight

- .....
- .....
- .....

## THINK ABOUT

10am - 12pm

big picture, blue sky thinking tasks

- .....
- .....
- .....



## LUNCH

12pm - 1pm

lunch / walk / meditate / reflect

## REGULAR TASKS

2pm - 4pm

meetings, emails, creating things

- .....
- .....
- .....

## IF I HAVE TIME

4pm - 5pm

not so important things

- .....
- .....
- .....

## NOTES FOR TOMMORROW

"What is important is seldom urgent and what is urgent is seldom important." -  
Former US President Eisenhower