

Digital Productivity Planner

Digital guide for personal reference

Daily Focus

Top 3 priorities:

1. _____
2. _____
3. _____

Time Blocks

Morning: _____

Afternoon: _____

Evening: _____

Weekly Review

- What was completed?
- What is still important?
- What can be delegated, delayed, or removed?
- Which goal needs the next concrete action?

Project Page

Project: _____ Outcome: _____ Next action: _____

Deadline: _____ Risks or blockers: _____

Habit Tracker

Habit: _____ Mon ■ Tue ■ Wed ■ Thu ■ Fri ■ Sat ■ Sun ■

Notes

Capture ideas, decisions, follow-ups, and questions. Review notes at the end of the week and convert useful items into actions.

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