

PRODUCTIVITY PLAN

TASK PRIORITIZATION MATRIX

DATE _____
.....

TODAY IS A WIN IF I
.....
.....
.....

I WILL STOP STRESSING OUT ABOUT
.....
BECAUSE IT IS ☐ NOT IN MY CONTROL
☐ NOT MY RESPONSIBILITY
☐ NOT A PRIORITY NOW

EST. TIME TO COMPLETE	PAST DUE	DUE TODAY	DUE LATER
5 MIN	1	2	7
30 MIN	3	4	8
1-2 HOURS	5	6	9
3+ HOURS	10	11	12