



Plan For Success HQ  
**PRODUCTIVITY  
PLANNER**

PLAN AHEAD. GET AHEAD.



# PLANNING YOUR GOALS

MAIN GOAL

STEPS TO COMPLETE GOAL



MAIN GOAL

STEPS TO COMPLETE GOAL



MAIN GOAL

STEPS TO COMPLETE GOAL



NOTES

PRIORITIES FOR THE MONTH

PERSONAL

WORK

URGENT IMPORTANT TASKS WORK

---

---

---

---

---

---

---

---

URGENT IMPORTANT TASKS PERSONAL

---

---

---

---

---

---

---

---

NOTES

---

---

---

---

---

---

---

---

# IDEAL MORNING ROUTINE CHECKLIST

M T W T F S S

Drink water in the morning

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Do morning exercise

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Make a healthy breakfast

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Do Daily Affirmations

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Write Out A Plan For The Day

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Take A Shower

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

---

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

---

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

---

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Reminder

Notes

# BRAINSTORMING

MY GOAL:

STOP  
DOING

DO  
LESS OF

KEEP  
DOING

DO  
MORE OF

START  
DOING



DAILY GRATITUDE

TODAY I'M FEELING

--	--	--

POSITIVE AFFIRMATIONS

--

TODAY I'M GRATEFUL FOR

1	
2	
3	

SOMETHING I'M PROUD OF

---

MORE OF THIS:


LESS OF THIS:


MY FAVORITE MOMENT THE DAY

---

TOMORROW I LOOK FORWARD TO

---

# MONTHLY GOALS

DATE :

WEEK 1	WEEK 2	WEEK 3	WEEK 4

WEEK 5


TOP GOALS


Notes :

---

---

---

---









# HOW TO GET MORE DONE AS A BUSY MOM

Go To Bed Early

Wake Up Earlier Than The Kids

Create A Routine For The Whole Family

Utilize Chunks Of Time To Get Stuff Done

Find Ways To Automate Tasks

Simplify The To Do List

Create Systems For Everything

Use A Planner

Plan All Of Your Meals