



## BRENDON BURCHARD'S 1-PAGE PRODUCTIVITY PLANNER

### PROJECTS

Project #1: \_\_\_\_\_

Project #2: \_\_\_\_\_

Project #3: \_\_\_\_\_

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

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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.