

PRODUCTIVITY PLANNER

**COPYRIGHTED
FOR PERSONAL USE ONLY**

THIS DOCUMENT MAY NOT BE:

E-MAILED, SHARED ELECTRONICALLY OR PHYSICALLY,
MANIPULATED, COPIED, REPRINTED, SOLD FOR PROFIT, ALTERED
IN ANY FORMS OR MEANS WITHOUT THE PERMISSION OF THE
ORIGINAL OWNER.

Created by
INTELLIGENT CHANGE



GET IN TOUCH

hello@productivityplanner.com

BE A STOCKIST

sales@intelligentchange.com

*Created by **Alex Ikonn** & **UJ Ramdas***

Published by Intelligent Change Inc.
ISBN 978-0-9918462-2-1

*Director **Mimi Ikonn** Editor **Bruce Freeman***

© 2015 Intelligent Change. All rights reserved. All material in this planner may not be reproduced, transmitted or distributed in any form without the written permission of Intelligent Change.

Pomodoro® and The Pomodoro Technique® are trademarks of Francesco Cirillo. The Productivity Planner and Intelligent Change are not affiliated, associated with, or endorsed by The Pomodoro Technique™ or Francesco Cirillo. Learn more on www.pomodorotechnique.com

Printed in China on paper certified by the FSC®.

PRODUCTIVITY PLANNER
www.productivityplanner.com

DEDICATION

*To lifelong learners and doers.
You're changing the world every day.*

FIVE REASONS YOU'LL LOVE THE PRODUCTIVITY PLANNER

1. A Sense of Accomplishment - Have you ever finished your day incredibly satisfied with your work? Isn't that the feeling we all chase? How often do you actually get there? By using the Productivity Planner daily you will achieve great things in your life and work. Consistently.

We've done the hard work of compiling productivity hacks used by successful people throughout history into this simple tool that you can now use to make your own mark on the world.

2. Easy to Use - Productivity isn't about Jedi mind tricks. It is about combining a few simple, effective techniques. Doing the most important thing first, single-tasking, and using evaluation to improve your productivity are simple and powerful techniques all combined in the Productivity Planner in a format that you will love using daily.

3. You Will Get in *Flow* - It's proven that by experiencing engagement with work increases your productivity, reduces stress and is a key to happiness at work. The most critical factor in your work is learning how to move through tasks quickly and consistently. This is what the Productivity Planner is designed to do. Over time, being in *flow* while you work will be your natural state.

4. You Will Be Inspired - As Zig Ziglar put it, "People often say that motivation doesn't last. Well, neither does bathing - that's why we recommend it daily." This is why every day of the Productivity Planner starts with a productivity focused inspirational quote. It's all designed to maximize your success.

In addition, every week will start with a featured quote to set you on the right path for the week ahead.

5. You Will Improve Daily - What if at the end of every day you evaluated your productivity on a scale of 1-10, isolated causes of high/low productivity, and implemented the changes the next day? How do you think this would impact your productivity over time? Over days and weeks, this is a powerful technique to create self-awareness, evaluate yourself and get better at managing your time wisely.

Let's get started.



THE CONCEPT

We, at Intelligent Change, have tried many strategies to increase our productivity: index cards, starting off the day with the easiest task, daily accountability, and nearly every productivity app that exists. However, we were not able to find a method that made us significantly more productive and that we actually enjoyed using on a daily basis. This is why we created the Productivity Planner. It's a beautifully put together planner that integrates time-proven productivity hacks used by some of the most successful and productive people in the world!

Our main idea is that you can achieve more with less. By having a maximum of three to five tasks a day, doing the most important task first, and working on only one task at a time with the help of the Pomodoro Technique®, you will be able to finish the projects that you have been procrastinating on and achieve great things. The Productivity Planner seamlessly integrates all of these techniques into your own personal productivity sidekick that will be by your side daily.

It's all here. Made simple for you.

Alex Ikonn & UJ Ramdas
Co-Founders of Intelligent Change

How to Use THE PRODUCTIVITY PLANNER

1 First things first. When writing in the Productivity Planner, less is more. Write down the Most Important Task of the Day. Don't overthink it. **Remember** - *If this was the only thing you completed today, you would be satisfied with your workday.*

MOST IMPORTANT TASK OF THE DAY

If this was the only thing you did today you'd be satisfied.

1. *Edit a productivity video* 2 ● ● ● ○ ○ 3
Target Track 25min/bubble Actual

Next, you will want to write any other tasks of the day, ordered by priority. Limit total tasks to three to five. It is better to finish up your current list before adding more tasks.

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. *Book flight and hotel to New York* 2 ● ● ○ ○ ○ 2
3. *Skype with Alexa* 1 ● ○ ○ ○ ○ 1

ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. *Contact suppliers for new product* 1 ● ○ ○ ○ ○ 1
5. *Reply to E-mails* 3 ● ● ● ○ ○ 3

2 Ensure your tasks are written effectively – Are they concrete? Actionable? Self-explanatory? Do they need to be broken up into smaller tasks?

Getting this right will exponentially increase your effectiveness in getting things done.

3 Estimate or set the number of Pomodoros you will complete for each task by filling in the target boxes for each task.

1. Research Article for Thesis 4
Target Track 25min/bubble Actual

2. Contact suppliers for new product 5
Target Track 25min/bubble Actual

4 Time to start a Pomodoro. Clear your environment of distractions. Start the timer and focus on The Most Important Task of the Day. When 25 minutes is up, take a well-deserved, 5-minute break and keep going. **Do not start Task #2 before you finish Task #1. This is critical to the creation of flow.**

5 Once you are done The Most Important Task of the Day, move to Task #2 from Additional Tasks and so on.

6 At the end of the work-day, fill in your Productivity Score.

PRODUCTIVITY SCORE

How productive were you today on a scale of 1-10? What happened?

1 2 3 4 5 6 7 8 9 10

This is the time to review your productivity, but there is no need to be harsh! Be honest yet kind to yourself. How could you have improved or what went well?

7 Finally, before the day ends, fill in the tasks for the next day. This is an incredibly important step of this process. It helps you start the next work-day knowing exactly what needs to get done.

PRODUCTIVITY PLANNER

Quick Guide

MONDAY

Date 11 / 01 / 20 16

1

*"Amateurs sit and wait for inspiration.
the rest of us just get up and go to work."*

STEPHEN KING

2

MOST IMPORTANT TASK OF THE DAY

If this was the only thing you did today you'd be satisfied.

1. Edit a productivity video



3

4

SECONDARY TASKS OF IMPORTANCE

Completion of these tasks will make the day even better.

2. Book flight and hotel to New York



3. Skype with Alexa



ADDITIONAL TASKS

Do these only after you have completed the tasks above.

4. Contact suppliers for new product



5. Reply to E-mails



5

NOTES

Extra space for ideas, future tasks, inspiration, etc.

Tomorrow - e-mail Elon Musk about Productivity Planner

Observation: doing e-mails last allows me to get more done

Design templates for Kerin

6

PRODUCTIVITY SCORE

How productive were you today on a scale of 1-10? What happened?

1 2 3 4 5 6 7 (8) 9 10

Great day. I was focused and productive. Did pomodoros.

1 Quote of the Day – To inspire you to seize the day.

2 Most Important Task of the Day (MIT)

Remember: Your most important task is usually the most uncomfortable and susceptible to the dreaded state of procrastination!

3 This is where the magic happens. Pay close attention.

First, you estimate or “target” the increments of time blocks (or ‘Pomodoro’s’ lasting 25 minutes) that the task will take to complete. Write this number down in the box above the word ‘Target’.

Next, you start completing your Pomodoros and fill in the bubbles as you complete the work. Once the task is done, you enter the number of Pomodoros it took in the box above ‘Actual’.

Simple but powerful.

4 Important tasks apart from the Most Important Task of the Day

5 Your space. Any ideas? Notes? Interruptions? Something you want to note down quickly? Want to keep track of something daily? This is your all-purpose space for all of the above.

6 Productivity Score – Rate your productivity. Be honest with yourself. Learn your productive patterns. What do you think you could have done differently to improve your productivity today? How will you improve?

