

The Focused Productivity Checklist

Ensure you are completing the whole 4-Step Productivity Flywheel.

1: Identify

I have identified (more or less) what is most important for me to focus on and/or do.

My most important task / project / area of focus is: _____.

2: Plan

I have a plan for when and where I will spend time on the above.

I will do _____ on _____ at _____ in _____.
task day time location

3: Act

I have followed through with my simple plan.

I will keep myself accountable to my plan by telling _____.
person / group

4: Celebrate

I recognize my progress (no matter how big or small) and have celebrated.

By keeping my commitment and making meaningful progress on something that matters,
I will (or did) celebrate by: _____.