

PRODUCTIVITY CALENDAR INSTRUCTIONS

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This is the calendar I use at my desk to help me be more productive, accomplish my goals and track my daily progress.

I use the following techniques to increase my productivity:

- The Productivity Calendar
- The AM and PM Questions
- The Pomodoro method
- The X Chain

How to use the calendar:

1. Write the month at the top.
2. Fill in the days of the month.
3. Write the **one thing** you want to focus on this month at the top right.
4. Each day:
 - a. First thing in the morning **ask yourself the AM question:** "What WILL I do today to accomplish _____ (one thing) by _____ (date in 30 days)?"
 - b. **Write three tasks** in today's date.
 - c. Use the Pomodoro timer to focus for 25 minutes at a time. Put a tally mark for every Pomodoro you complete.
 - d. At the end of the day **ask yourself the PM question:** What DID I do today to accomplish _____ (one thing) by _____ (date in 30 days)?"
 - e. If you completed your three tasks draw a big red X over that day. Don't break the chain. Keep up the good work!

"You'll never change your life until you change something you do daily. The secret of your success is found in your daily routine." ~John C. Maxwell

