

Productivity & Time Management Toolkit

Use this toolkit to reflect on your priorities, time management, and daily habits for maximum productivity.

What are my top 3–5 priorities for this week, month, and quarter?	
Which tasks fall into the urgent vs. important categories?	
What tasks can I delegate, outsource, or eliminate altogether?	
When during the day am I most productive and how can I protect that time?	
What distractions or habits waste my time and how can I reduce them?	
What tools or apps help me stay organized and focused?	
How do I currently plan my day, and how effective is it?	

What morning or evening routines help me set the right tone?	
How do I balance deep work with meetings and communication?	
What would a perfect productive day look like for me?	