



Your  
Productivity  
Pack



# HABIT TRACKER

HABIT	M	T	W	T	F	S	S	M	T	W	T	F	S	S
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*One step at a time. You'll get there.*

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# SELF CARE JOURNAL

DATE:

## THINGS THAT MADE ME HAPPY

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### WATER INTAKE



### SELF CARE ACTIVITIES

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### TODAYS MOOD



### DAILY NUTRITION

BREAKFAST \_\_\_\_\_

LUNCH \_\_\_\_\_

DINNER \_\_\_\_\_

SNACK \_\_\_\_\_

### HABITS TO START

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### HABITS TO STOP

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### THINGS THAT I'M LOOKING FORWARD TO TOMORROW

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*You are powerful, brilliant and brave*



# GOALS TRACKER

DATE: \_\_\_\_\_

MAIN GOAL

## ACTION STEPS

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

SECOND GOAL

## ACTION STEPS

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

THIRD GOAL

## ACTION STEPS

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

*Better "oops" than "what if"*



# DAILY PLANNER

DATE: \_\_\_\_\_

## TODAY'S SCHEDULE

06:00 \_\_\_\_\_

07:00 \_\_\_\_\_

08:00 \_\_\_\_\_

09:00 \_\_\_\_\_

10:00 \_\_\_\_\_

11:00 \_\_\_\_\_

12:00 \_\_\_\_\_

13:00 \_\_\_\_\_

14:00 \_\_\_\_\_

15:00 \_\_\_\_\_

16:00 \_\_\_\_\_

17:00 \_\_\_\_\_

18:00 \_\_\_\_\_

19:00 \_\_\_\_\_

20:00 \_\_\_\_\_

21:00 \_\_\_\_\_

22:00 \_\_\_\_\_

## PRIORITY TASKS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## WATER INTAKE





1L                      2L                      3L

## TO CALL / EMAIL

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## LUNCH PLAN

\_\_\_\_\_

\_\_\_\_\_

## DINNER PLAN

\_\_\_\_\_

\_\_\_\_\_

## I'M GRATEFUL FOR

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*The secret to success is hidden in your daily routine*



# WEEKLY PLANNER

DATE:

## WEEKLY PRIORITIES

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## NOTES

	M	T	W	T	F	S	S
AM							
PM							

## CHECKLIST

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## APPOINTMENTS

## REMINDERS

*Small changes can make big differences*





# GRATITUDE JOURNAL

DATE:

## TODAY I'M GRATEFUL FOR

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## WATER INTAKE



  
 1L                      2L                      3L

## WEATHER



## TODAY'S AFFIRMATION

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## REMINDERS

## SOMETHING I'M PROUD OF

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## TOMORROW I'M LOOK FORWARD TO

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*Reminder: put yourself at the top of your to-do list*





# MONTHLY PLANNER

MONTH:

MON					
TUES					
WED					
THURS					
FRI					
SAT					
SUN					

## NOTES & REMINDERS

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*Trust the process*





# MONTHLY BUDGET

DATE:

INCOME		
INCOME 1		
INCOME 2		
OTHER		
TOTAL INCOME		

EXPENSES
MONTH
BUDGET

BILLS TO BE PAID	DUE	AMOUNT	PAID	NOTES
TOTAL				

MONTHLY SUMMARY		
TOTAL INCOME	TOTAL EXPENSES	DIFFERENCE

*One thing at a time*

