

Lockdown Productivity Calendar for Nov 2020

Be Productive - Plan & You Can Achieve

My Week Goals	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	WLB Rating
1) 2) 3)	01	02	03	04	05	06	07	08
1) 2) 3)	Review last week then plan the week	Close Email when you can to minimise distractions.	Try time blocks today: set a target for each time block to stay motivated	Try a Power Hour - start early to get an hour done on your own projects	Check-in with your team / clients / network	Rest, Refresh & have a Treat!	This week focus on what you can do, not what you can't do in Lockdown	
1) 2) 3)	09	10	11	12	13	14	15	
1) 2) 3)	Try a "commute" to and from work. An activity to help you get in and out of work mode each day.	Try saying No to low priority requests today.	Finding it hard to get going on a task? Break it down - what's the first action?	Make a To Don't list as well as a To List: all the things you want to avoid getting sucked into today.	Arrange an online social event for next week	Rest, Refresh & have a Treat!	Is your routine working? If not set a routine start and end time to help work/life balance.	
1) 2) 3)	16	17	18	19	20	21	22	
1) 2) 3)	Review last week then plan the week	Do Email responses in batches, then free the rest of the time for other work.	Try time blocks today: set a target for each time block to stay motivated	Try a Power Hour - start early to get an hour done on your own projects	Final push for the week - what can you get done today to make the week a success for you?	Rest, Refresh & have a Treat!	A Sunday night plan can help you hit the ground running on Monday morning.	
1) 2) 3)	23	24	25	26	27	28	29	
1) 2) 3)	Review last week then plan the week	Use short gaps between meetings to get tasks done rather than defaulting to email.	Get your high focus tasks done early when your energy is high.	If you find it hard to focus or think at home, get out of the house for a walk to free up your mind.	If your focus is low after a long week do low focus tasks like clearing your Inbox or updating records.	Rest, Refresh & have a Treat!	Buy healthy (& tasty) food for power breakfasts & lunches during the week.	
1) 2) 3)	01	02	03	04	05	06	07	
1) 2) 3)	It's almost December. Take control of the month!							

Lockdown Habit Tracker for Nov 2020

Be Productive - Track Progress to Maintain Momentum



My Goals for November:	
Work-Life Balance	
Get Things Done	
Take Control	
Other	

Days in November																														
My Daily Habits <i>(sample below)</i>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Exercise every day	✓	✓	✓		✓																									
Take Lunch Break																														
Take Morning Break																														
Take Afternoon Break																														
Start Work on Time																														
Finish Work on Time																														
Plan at the end of every day																														

Top Tip: to help you maintain momentum, tell someone about your plans. They can be your accountability buddy