

Growing your business  
is **our** business



HIGH PERFORMANCE ACADEMY'S  
1- PAGE PRODUCTIVITY PLANNER

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

## PROJECTS

Project #1 : \_\_\_\_\_

Project #2 : \_\_\_\_\_

Project #3 : \_\_\_\_\_

5 things I must do to move this project forward:

5 things I must do to move this project forward:

5 things I must do to move this project forward:

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

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

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

## PEOPLE

People I need to reach out to today.

List the people you have to reach out to today no matter what:

People I'm waiting on.

List the people you have to reach out to today no matter what:

Growing your business  
is **our** business



## PRIORITIES

The main things I must complete today, no matter what.

List the priorities and to-dos that must be accomplished today and DO these before getting trapped in your inbox and other people's agendas.

## SESSION #5: BLOCK TIME

---

"Block Time" is a focus- management approach that requires "blocking out" significant amounts of time to advance or complete a major project in your life. It requires you to get clear on a dream and schedule real time to leap towards it. Below, details you have spend some time answering the questions and planning your block time.

### **Dream #1.**

*A dream project I'd love to start or complete is...*

*The reason this project is a dream of mine and I'm committed to it is...*

*If I'm ever going to make this dream come true, I'd have to make these things my priority...*

*A block of time I'm going to dedicate to this dream or project is.. (can be a daily block of time, or a block of time that is several days or weeks long where you focus on nothing else but the project, like writing a book over the next two weeks).*

*To create the reality where I will have this much block time to complete the project, I will need to make these adjustments in my*

Growing your business  
is **our** business



**Dream #2.**

*A dream project I'd love to start or complete is...*

*The reason this project is a dream of mine and I'm committed to it is...*

*If I'm ever going to make this dream come true, I'd have to make these things my priority...*

*A block of time I'm going to dedicate to this dream or project is.. (can be a daily block of time, or a block of time that is several days or weeks long where you focus on nothing else but the project, like writing a book over the next two weeks).*

*To create the reality where I will have this much block time to complete the project, I will need to make these adjustments in my life...*

**Dream #3.**

*A dream project I'd love to start or complete is...*

*The reason this project is a dream of mine and I'm committed to it is...*

*If I'm ever going to make this dream come true, I'd have to make these things my priority...*

*A block of time I'm going to dedicate to this dream or project is.. (can be a daily block of time, or a block of time that is several days or weeks long where you focus on nothing else but the project, like writing a book over the next two weeks).*

*To create the reality where I will have this much block time to complete the project, I will need to make these adjustments in my life...*