

Printable Productivity Sheets

Organize tasks, set goals, and boost efficiency
with easy-to-use templates!

THE
Biz
Sheets

WEEKLY PRIORITY MATRIX

GOAL

PRIORITIES

AGENDA		
Sun	Mon	Tue
Wed	Thu	Fri/Sat

TO DO	
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☐	
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☐	
☐	
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NOTES

PUSH YOUR LIMITS



WORK TIME SPENT

[illegible]

MOTIVATION PROGRESS

DATE

S M T W T F S

TODAY I'M GRATEFUL FOR

1

2

3

FLUID INTAKE



1L



2L



3L

WEATHER



NOTES / REMINDERS

TODAY'S PROMISES

1

2

3

4

TODAY I AM PROUD OF

1

2

3

4

TOMORROW I LOOK FORWARD TO

1

2

3

4

CHALLENGES & SOLUTION TEMPLATE

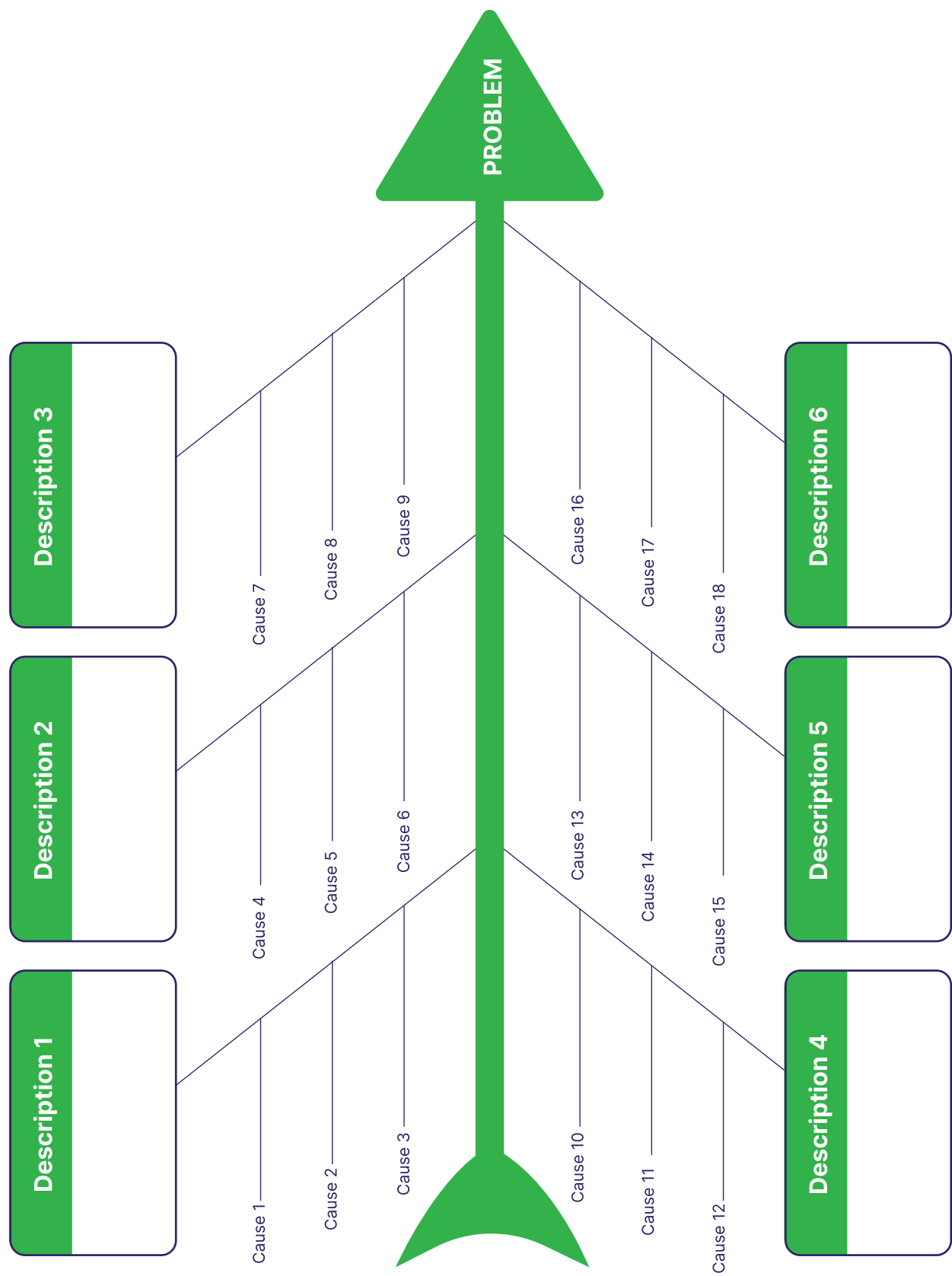




APPOINTMENT TEMPLATE

MONTH									
	SUN	MON	TUE	WED	THU	FRI	SAT		
7AM								00	15
								30	45
8AM								00	15
								30	45
9AM								00	15
								30	45
10AM								00	15
								30	45
11AM								00	15
								30	45
12 PM								00	15
								30	45
1PM								00	15
								30	45
2PM								00	15
								30	45
3PM								00	15
								30	45
4PM								00	15
								30	45

FISHBONE DIAGRAM CAUSE EFFECT RELATIONSHIP



(IN (object name) describe department/segment problem, on every line, under that, write what cause that problem)

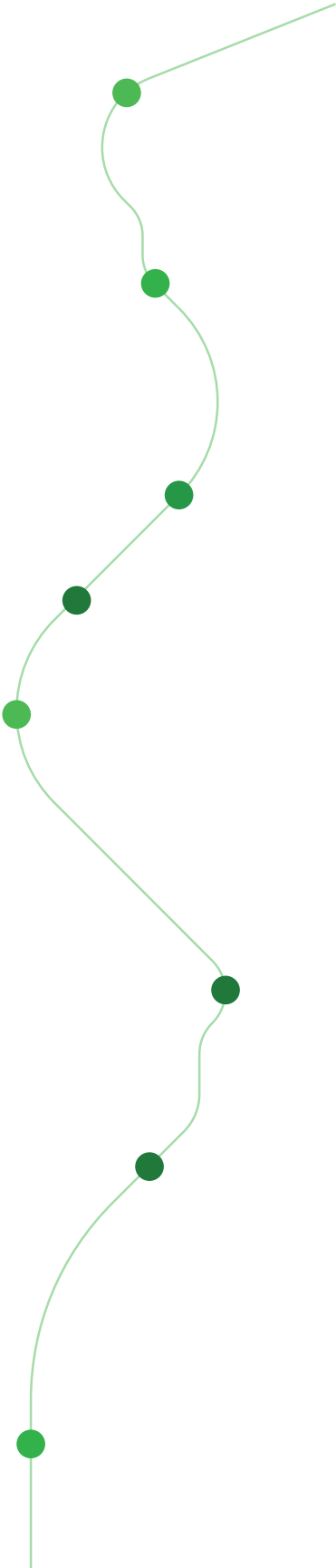
100 DAYS ACTION PLAN

100 DAYS

75 DAYS

50 DAYS

FIRST 25 DAYS



WARREN BUFFETT'S "TWO LIST STRATEGY"

TOP 25 GOALS

1	
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3	
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22	
23	
24	
25	

TOP 5 - FOCUS LIST

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2	
3	
4	
5	

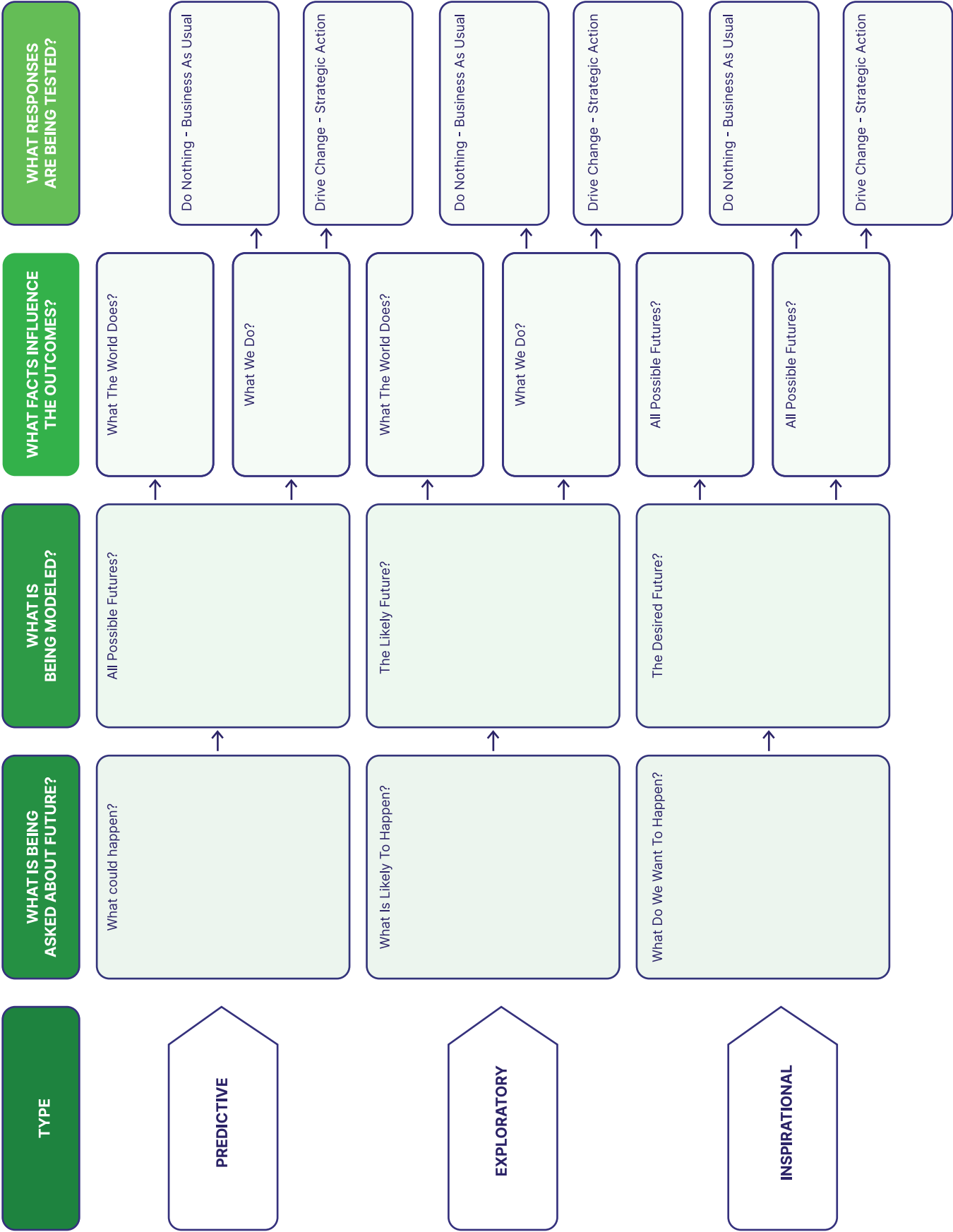
AVOID AT ALL COSTS

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18	

STRATEGIC 2 YEAR ROADMAP

GOAL 5			
GOAL 4			
GOAL 3			
GOAL 2			
GOAL 1			
		BY YEAR 1	BY YEAR 2

STRATEGIC SCENARIO PLANNING



QUARTERLY GOAL PLANNER

GOALS OVERVIEW

MONTH

ACTION STEPS

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MONTH

ACTION STEPS

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MONTH

ACTION STEPS

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ADDITIONAL NOTES:

LESSONS LEARNED TEMPLATE

PROMPTS

1. What are your highest principles?
2. Who taught you these principles?
3. How did they teach you?
4. If they hadn't taught you, would you have learned them?
5. Who taught you to see and value your advantages in life?
6. Who taught you to see your own deficiencies?
7. What's your favorite "life hack"?
8. How do you improve on their teachings?
9. Who taught you the lesson that has helped you the most?
10. What was the lesson?
11. Who taught you the most about resilience?
12. Who taught you the most about asking for help?
13. Who taught you the most about finding gratitude?
14. Who taught you the most about finding happiness?
15. How can you find teachers for the lessons you still want to learn?
16. If these lessons were more widely available, how would the world change or become better?
17. What lessons do you want to teach in your turn?
18. What can you learn from your teachers about teaching?
19. Which fictional characters have taught you the most?
20. What are you willing to learn from them?
21. How can your characters pass on the lessons you've learned?
22. What lessons are you teaching right now, even without realizing it?

THINGS I'VE LEARNED

FROM _____ I LEARNED:

FROM _____ I LEARNED:

FROM _____ I LEARNED:

FROM _____ I LEARNED:

FROM _____ I LEARNED:

FROM _____ I LEARNED:

THINGS I'VE LEARNED

FROM _____ I LEARNED:

FROM _____ I LEARNED:

FROM _____ I LEARNED:

FROM _____ I LEARNED:

FROM _____ I LEARNED:

FROM _____ I LEARNED:

ANNUAL WORK PREVIEW

WORK PERFORMANCE



1. WHAT ACHIEVEMENTS HAVE BEEN MADE?

2. WHAT WORK HAS BEEN ACCOMPLISHED?

3. CURRENT DEGREE OF PROGRESS?

4. THE IMPLEMENTATION OF THE PLAN?

OUTSTANDING EXPERIENCE



1. WHAT PROCESSES HAVE BEEN OPTIMIZED?

2. WHAT CHANNELS HAVE BEEN BROADENED?

3. WHAT COSTS HAVE BEEN SAVED?

4. WHICH ASPECTS HAVE BEEN IMPROVED?

PROBLEM ANALYSIS



1. CUSTOMER FEEDBACK PROBLEMS

2. REASONS FOR THE PROBLEM

3. RESPONSIBILITY

4. SOLUTION

FUTURE PLAN



1. SETTING SALES TARGET

2. DEVELOP SALES PROGRAM

3. DEPARTMENTAL COORDINATION

4. PERFORMANCE RANKING

SMART GOALS PLANNER

S

Specific:

What do you want to accomplish?
Define exactly what needs to be achieved.

M

Measurable:

How will you measure progress?
Identify indicators of progress and success.

A

Achievable:

Is this goal realistic?
Confirm if the goal is within reach and identify resources needed.

R

Relevant:

Why is this goal important?
Connect the goal to broader business or personal objectives.

T

Time-bound:

When do you want to achieve this goal?
Set a clear deadline.

MONTHLY REFLECTION & GOAL SETTING

How did this month go for you?

Lessons Learned

Biggest Challenge of the Month

IMPROVEMENTS

Do more

Do Less

Achievements

Goals for Next Month

People Who Contributed to Your Success

Rate this month from 1-5

☐☐☐☐☐

WEEKLY PLANNER & TO-DO LIST

Top 3 Tasks for Today

1

2

3

Appointments & Meetings

Tomorrow's To-Do

1

2

3

4

5

Weekly Task List

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Notes

EAT THE FROG PLANNER



Frog of the Day

Work on this first thing!
No distractions!



Frog Breakdown

Dissect your frog into smaller,
actionable steps!



Parts Completed



Parts Uncompleted



Pick your Frog for the next day!

MORNING PAGES TEMPLATE

Date	Time

✓ What are the most important tasks I need to complete today?

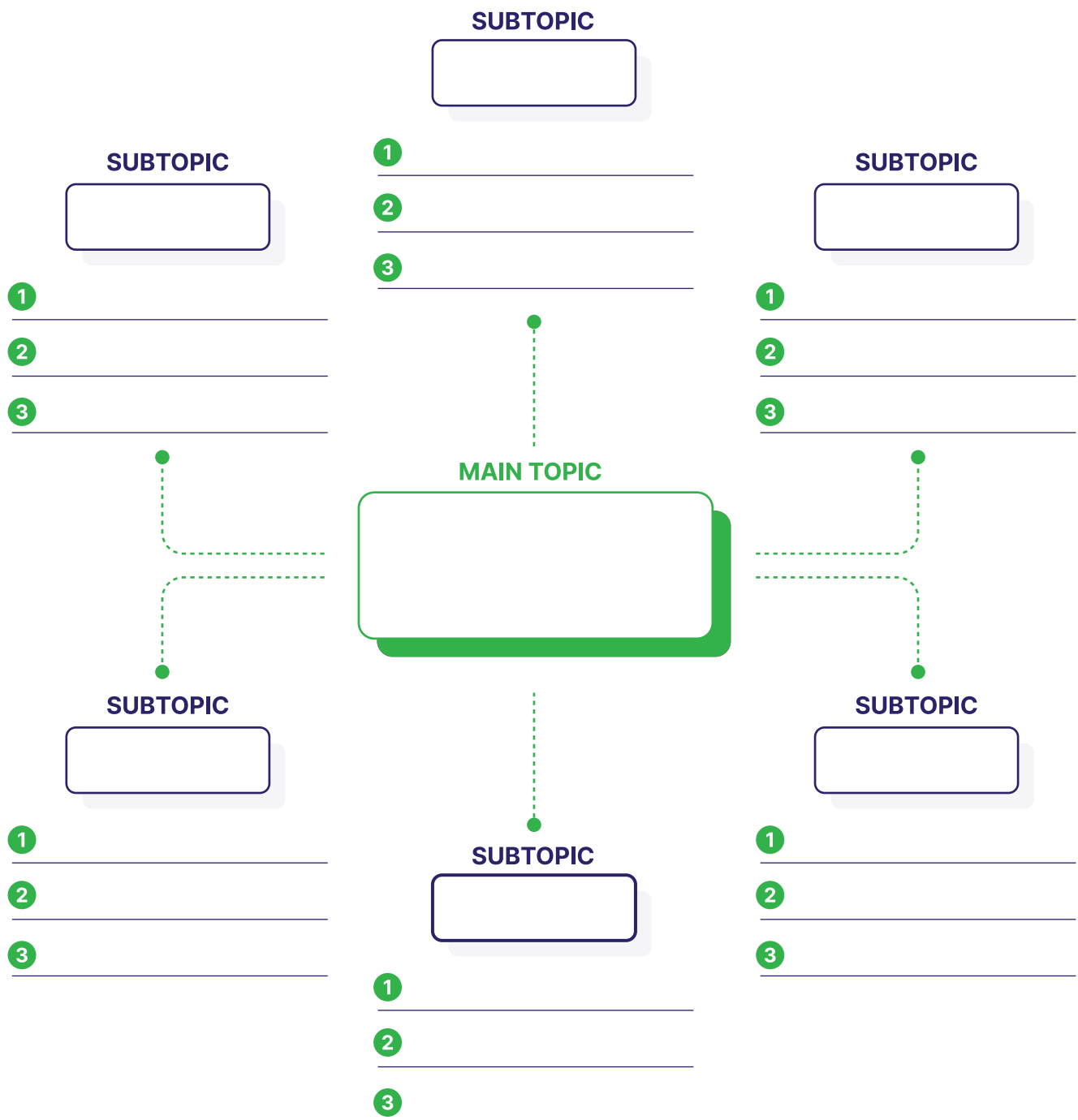
😊 How am I feeling right now?	🙏 What am I grateful for today?

💡 What new ideas or insights have come to mind?

🏃 What habits do I want to maintain or improve today?	☀️ How can I stay present and minimize distractions today?

⚡ What inspires or motivates me right now, and how can I use this inspiration today?

MIND MAPPING WORKSHEET



DECISION-MAKING MATRIX

Do Now

Tasks that need to be completed immediately.

Plan for Later

Tasks that are important but can be scheduled for later.

Assign to Others

Tasks that need attention soon but are better suited for delegation.

Remove or Ignore

Tasks that don't add value and should be eliminated.

Priority Notes

Delegation Details

DAILY PRODUCTIVITY PLANNER

Top 3 Priorities

1

2

3

Quick Tasks

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End of Day Notes

1

2

3

4

5

Your Day at a Glance

7am

8am

9am

10am

11am

12am

1pm

2pm

3pm

4pm

5pm

6pm

7pm

8pm

Reminders & Notes

Pomodoro Template

Sun Mon Tue Wed Thu Fri Sat

Productivity Rating: 1 2 3 4 5 6 7

Top Priorities	Target	Actual	Total Time
☐			
☐			
☐			

To Do List	Start	End
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Notes

ABCDE METHOD TEMPLATE

[illegible]

EVENING REFLECTION TEMPLATE

Date	What time did I end work today?

What are the most important tasks I need to complete today?

What went well today?	What could I improve tomorrow?

What's my #1 task for tomorrow?

Mood Rating	Energy Leftover
    	    

Notes

WEEKLY WORKLOAD TEMPLATE

Week of: _____ Total Available Hours: _____
 "Do I feel overloaded this week?" (Yes / No / Maybe)

[illegible]

Notes

PRODUCTIVITY SCORECARD

Date	Hours Worked	Tasks Completed	Focus Score (1-10)	Energy Score (1-10)	Time Wasted: in minutes	What distracted me?	Top Win of the Day	Overall Self-Rating: Star Score (1-5)
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Notes

KANBAN BOARD TEMPLATE

To Do	In Progress	Blocked	Done

PERSONAL DEVELOPMENT TEMPLATE

Topic or Skill	Learning Source	Time Spent	Main Insight	Rating (1-10)	Next Step

Notes

BRAIN DUMP SHEET

Urgent To-Dos

•	•
•	•
•	•
•	•
•	•
•	•

Random Thoughts

Creative Ideas

Stressors

For Later

Actionable Ideas

IVY LEE TEMPLATE

Sunday	Monday	Tuesday	Wednesday
One	One	One	One
Two	Two	Two	Two
Three	Three	Three	Three
Four	Four	Four	Four
Five	Five	Five	Five
Six	Six	Six	Six

Thursday	Friday	Saturday	Evaluation																												
One	One	One	ALL 6 TASKS COMPLETED <table border="1"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> MORE THAN 3 COMPLETED <table border="1"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> # DONE ☐ # LEFT	S	M	T	W	T	F	S								S	M	T	W	T	F	S							
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S	M	T		W	T	F	S																								
Two	Two	Two																													
Three	Three	Three																													
Four	Four	Four																													
Five	Five	Five																													
Six	Six	Six																													

BLOCKER IDENTIFICATION SHEET

[illegible]

MEETING PRODUCTIVITY NOTES

Meeting Name	Date/Time

Attendees	Purpose

Agenda Items	Summary & Action Items

Notes

GOAL BREAKDOWN SHEET

Goal Name	Due Date

Mini Goal 1

Mini Goal 1

Mini Goal 1

Mini Goal 1

Why it matters?

Resources Needed