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PRODUCTIVITY

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PLANNER

OTTO

## PRODUCTIVITY PLANNER

START AND FINISH  
EVERYTHING

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### FEATURES:

- Undated, start anytime
- 6 month planner (26 weeks)
- 100gsm paper
- Page keeper ribbon

OTTO



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## What is Productivity?

Productivity is about how efficiently you can complete tasks, the amount of effort you put in and what results you produce. It is about getting important tasks done effectively and consistently.

**Time is your most precious asset, so start making the most of it.**

Being productive requires some personal effort due to advances in social media platforms and pocket entertainment. However, it is possible to work smarter (not harder) to become more productive in your work and home life. This is achieved by training yourself over time to prioritise important tasks and eliminate distractions.

Being more productive and efficient can lead toward happiness and success in various areas of your life such as creating healthier work/life balance. Managing your time and priorities in a new way can reduce overall stress and provide motivation in achieving your goals and dreams.

## How to be more productive

To maximise your productivity on a long-term basis, you will need to make certain strategic choices such as:

### + Creating a morning routine

Performing a regular morning ritual will pass a signal to your brain that it is time to get to work. It works as a signifier to get you in the mood for a productive day. For example, this could be the act of going for a walk and picking up a cup of coffee, making and eating your breakfast or a short meditation. You could do all three if you wanted, there is no limit to how long or short your routine should be.

### + Doing the most important work first

It is proven that our brain experiences a peak of attention four hours after waking up, therefore you should plan your most important task first. Schedule tasks which require concentration and analysis as well as creative thinking tasks first as these are the most brain intensive categories. Your plan should be to **try and finish them before midday** as this is the most productive time for focus.

### + Doing your least important work after midday

You won't have the energy you did when you woke up and you won't be as effective. Leave this time for meetings and less important tasks.

### + Making time for creative periods in your schedule

Create blocks of time you use to brainstorm, design, write and/or look for inspiration. This can be as simple as sitting down with a piece of paper and pen or as complex as having a 'creative session' with a team.

### + Implementing 'Tech-free time' & 'Tech time' routines

One incoming email notification can rob you of 15 minutes of focus. One call, one tweet, one instant message can destroy your schedule, forcing you to move meetings or blow off important priorities. Implement the following productivity technology 'hacks':

**Tech time** - blocks of time spaced throughout the day in which you can focus on incoming and outgoing emails, social media browsing/posting as well as general research and browsing time online.

**Tech-free time** - blocks of time where you are entirely free of technology, put your phone on 'do not disturb' mode or find an 'app' online which limits your social media use.

### + Creating an evening routine

Spend an allotted amount of time (10-30 minutes) reviewing your day, plan and prioritise for the next day so you can hit the ground running when you wake up. There is nothing worse than being unproductive in the morning and then finding yourself wasting morning time to plan the day ahead.

Consider including in this routine: Brushing your teeth, reading a book, meditation and a realistic sleep time to ensure you are well rested.

Try to avoid screen time in the last 30 minutes of your day, research suggests that screen time can stimulate your mind to the extent that it affects sleep patterns and your ability to be productive in the morning.

## The 5:95 productivity rule

This rule defines the basis of how to both work and live more productively. It comes down to the following:

**Spend 5% of your time planning and 95% of your time actually doing.**

The effort you put into planning is vital to ensure you aren't wasting time doing things that don't align to your goals.

# How to use this planner

This planner is undated so you can begin at any time of the year - It is never too late to start!

## + Think about and set your goals

Find goals that will inspire you and boost your productivity. Setting goals will increase your motivation and give you an incentive to stop procrastinating.

In this planner you can break large goals down into small steps that will help you in accomplishing them. Think about what habits you will need to develop to achieve your goals.

The S.M.A.R.T method below will help you set your goals:

- S Specific** - Define the goal as much as possible, thinking about what you want to achieve. Are there any constraints or requirements?
- M Measurable** - Can you measure your progress as you work towards your goal? (i.e. feedback, profits etc).
- A Attainable** - Is the goal reasonable enough to be accomplished? It should be realistic and attainable.
- R Relevant** - Does your goal align with your needs and wants? Make sure that your goals really matter. You shouldn't spend time on goals that are not relevant to you.
- T Timely** - Make sure your goals have clear objectives and time frames. Having a deadline will create a sense of urgency and motivation to complete your goal.

## + Work on positive habits

Developing positive habits is key in achieving your productivity goals, you can set/plan for them in this planner - **Aim to develop three new habits per three months to ensure you're influencing your productivity.**

Changing your routine to include new positive habits and winding down old habitual behaviours isn't a quick and easy task, but it doesn't have to be a hard slog either. Research has shown that it only takes 21 days to build a habit, and 90 days to make that habit a lifestyle. You can incrementally make small and simple changes over three months that will become a part of your everyday routine and help you work toward your goals.

A guide for creating new habits and sticking to them:

Choose the habit	Decide on one habit you want to start forming
Commit to it	Give yourself 30 days to stick to it
Be consistent	Ensure you repeat your habit daily
Be realistic	Start with small changes and build on that first
Write it down	Review your goals and progress in this planner frequently and keep it up to date
Be mindful of your progress	Note the benefits of your efforts and how it is changing your everyday life
Reward yourself	Find a motivating reward to help you stay focused on maintaining the habit in the long term

## + Plan ahead

Planning ahead is the key to unlocking your productivity and as a result getting things done efficiently and effectively. It will make taking action on priorities as simple and productive as possible. It will also provide motivation, decrease procrastination and distraction.

Follow the 5:95 rule - Spend five percent of your time and effort making sure that you know what tasks you want/need to complete, it will give you the insight and vision to ensure you don't waste time on tasks that become irrelevant. Give these tasks due thought, prioritising and planning them carefully before blocking them into 'Timeboxes' (the method below). This way when you are ready to take action, you won't waste your time figuring it all out and will be able to move forward without restriction.

## + Timeboxing method

**Timeboxing** is the practice of setting a fixed amount of time for each task and integrating the resulting time blocks into your schedule. This is a proven way to increase productivity that gives you a visual overview for your daily, weekly and monthly planning. Timing yourself using a timer is the key to this method.

**NOTE:** Explore stationery options such as using highlighters or different colour pens to define your blocks of time in the weekly timeboxing layout provided.

# MONTH 1

A month at a time

Week  
No.

MONDAY

TUESDAY

WEDNESDAY

THURSDAY


Priorities

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- > Map out your priorities for the month ahead.
- > Ensure you use the 5:95 rule - Planning is key!

Month:

SEP 2021

FRIDAY

SATURDAY

SUNDAY

LIST


Notes

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ONE WEEK AT A TIME



## WEEK 1

Dates: / to /

### Important tasks

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### Additional tasks

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### Tasks to delegate

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Notes

## WEEK 1

### Notes / Ideas / Planning

WEEK 1







Six Month Review

The last 6 months

How did the last six months go?

How do you feel about your progress over this time?

Did your priorities, goals and/or habits change at all throughout this time?

What will you do the same over the next 6 months?

What will you do differently over the next 6 months?

Six Month Review

Six Month Review

6 months ahead

Do you have productivity goals you would like to pursue next? (list some ideas)

What can you do in the next six months to work toward achieving these goals?

Six Month Review