

**PRODUCTIVITY**

**POWER**

**PACK!**

*Sage Grayson*

LIFE EDITOR

# Let's Get Started!

Hey there, Productivity All-Star!

Thank you so much for downloading your free copy of the Productivity Power Pack. This worksheet bundle has all the resources and tools you need to take your productivity to the next kick-ass level!

**We all have wonderful dreams and ginormous goals for our lives.** Maybe you want to move up in your career, finally finish your novel, get healthy, develop habits and routines that actually stick, or even something so amazing that you haven't gotten the courage to tell anyone about it yet. Oooh!

It's one thing to have a goal in mind, but the process of doing what you have to do on a daily basis and taking those baby steps is a whole other challenge.

There will be obstacles along the way just waiting to knock you off your path towards greatness. And that's where most people give up.

**But not you.**

This Productivity Power Pack is designed to get you organized and focused so you won't get tripped up along the way. These are the very same tools I use with my clients to get them the phenomenal outcomes they want (like making more money, starting a business, and losing weight).

The key to staying productive and checking off all the items on your monster to-do list is to break down your projects into manageable mini tasks. Then you'll feel the energy of completion along the way so your motivation never wanes.

**Ready to get started?** Great!

Most of the worksheets in this pack are self-explanatory, but each one is preceded by instructions in case you need more details. If you have any questions, please feel free to contact me at [sage@sagegrayson.com](mailto:sage@sagegrayson.com).

It's time to blast through your old limitations. Have fun!

Sage

# My Daily Theme

This worksheet will help you choose a daily (and weekly) theme to add meaning to your day and make you super productive.

## Instructions

- Take a look at your calendar and planner, then think about the following questions.
  - What tasks do you need to complete?
  - Who are you meeting with?
  - How do you want to feel as you go through your day?
- Next, pick a word or phrase that matches the type of day you want to have. Some examples are "proceeding imperfectly," "open and allowing," or even "kick-ass Superwoman!"
- Once you have your daily theme, write it on this worksheet and place it on your desk. You could also set a reminder on your phone. When you see your theme throughout the day, you'll be reminded of how you want to feel and it will affect how you do everything.

*Sage Grayson*

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# My Daily Theme

OVERALL THEME FOR THE WEEK

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

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# My SMART Goals

This bucket list worksheet will help you define your aspirations into doable goals so you'll actually finish your bucket list before...well, you know.

## Instructions

- Define your goal using the SMART goal-setting components.
- **Specific:** Your goal has to be specific. None of this "I want to get healthy" or "I want to travel more." Really nail it down; the more specific the better. Try "I want to lose 30 pounds of fat" or "I want to spend a week in Rome."
- **Measurable:** If your goal's not measurable, how will you know if you've completed it? Take for instance, "I want to have a successful business." How will you know if your business is successful? Is it when you make \$100,000? A million dollars? Decide what measurable benchmark you're trying to reach that means you've achieved this objective.
- **Actionable:** Your goal must be actionable, meaning that you can take action to make it come true. It can't be dependent on other people's choices. Figure out the steps you need to take to get to your goal. If you're trying to lose weight, an actionable step might be to run for 30 minutes every morning.
- **Realistic:** Your goal must be realistic or else you won't accomplish it (and then you'll feel crappy about it). If you want to reconnect with an old friend, but she wants nothing to do with you, then that's not a realistic goal. This doesn't mean that your goal can't be ambitious. Trying to lose 30 pounds in 3 months is ambitious, but it is realistic if you put in the work.
- **Time-Limited:** This might be the hardest step in SMART goal setting, but it's also the most important. If you want to achieve your goal, you **MUST** put a deadline on it. Choose an end date when you want to complete your goal, and then work backwards to plan the actionable steps to get you there. If you want to run a marathon in 6 months, plan your training routine now so you'll be ready when race day arrives.

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LIFE EDITOR

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# My SMART Goals

Goal Brainstorming

Specific

Measurable

Actionable

Realistic

Time-Limited

My New Goal:

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# Ultimate To-Do List

This easy-to-use worksheet will help you organize your weekly priorities and plan daily mini tasks to keep you moving forward.

## Instructions

- In the first section, write down all of the to-dos that are in your head. Don't worry about putting them in order or grouping them into categories. Just do a complete "brain dump."
- Next, choose your 3 main priorities for the week. Be realistic with yourself. Choosing any more than 3 main priorities will set you up to feel rushed and stressed. Really think about what's most important and what could wait until next week.
- Finally, give yourself 3 mini tasks to do every day that lead you closer to accomplishing your 3 main goals for the week. Baby steps are awesome! You can accomplish a lot by doing just a little every day.

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WEEK OF:

# ULTIMATE To-Do LIST



## EVERYTHING I WANT TO ACCOMPLISH

[Large empty box for listing all tasks]

## 3 MAIN PRIORITIES FOR THE WEEK

[Three empty boxes for main priorities]

## 3 MINI TASKS PER DAY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1.	1.	1.	1.	1.	1.	1.
2.	2.	2.	2.	2.	2.	2.
3.	3.	3.	3.	3.	3.	3.



# Where Does My Time Go?

This worksheet will help you find your lost minutes and make time in your day for truly important tasks.

## Instructions

- First, record your activities in half-hour increments for an entire day.
- Later, determine whether each activity is urgent + important, not urgent + important, urgent + not important, or not urgent + not important.
  - **Urgent + important:** getting a report to a client by 3:00 pm today.
  - **Not urgent + important:** exercise and email.
  - **Urgent + not important:** someone else's work.
  - **Not urgent + not important:** Facebook, Pinterest, watching reality TV.
- Once you've categorized all your activities, take an honest look at where you spend your time.
- Which activities deserve more of your time (Priority 1: urgent + important AND Priority 2: not urgent + important)?
- Which activities deserve less of your time?
- Make plans to spend more of your time tomorrow on activities that are truly important to you.

*Sage Grayson*

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# Where Does My Time Go?

## Time Log

### How to Find Your Lost Minutes

- First, record your activities in half-hour increments for an entire day.
- Later, determine whether each activity was a Priority 1, 2, 3, or 4. See the chart below.
- Finally, decide which activities deserve more of your time (Priority 1 & 2) and which deserve less (Priority 3 & 4).
- Make plans to spend more of your time tomorrow on Priority 1 & 2 activities.

URGENT IMPORTANT 1	NOT URGENT IMPORTANT 2
URGENT NOT IMPORTANT 3	NOT URGENT NOT IMPORTANT 4

<b>RESULTS</b>
Activities that deserve more time:
Activities that deserve less time:
Plan for tomorrow:

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TIME	ACTIVITY	PRIORITY
5:00 am		
5:30 am		
6:00 am		
6:30 am		
7:00 am		
7:30 am		
8:00 am		
8:30 am		
9:00 am		
9:30 am		
10:00 am		
10:30 am		
11:00 am		
11:30 am		
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3:00 am		
3:30 am		
4:00 am		
4:30 am		

# Weekly Progress Journal

This worksheet will help you keep track of all the little accomplishments that lead you to your big goals.

## Instructions

- Write down everything you did during your day that supports the dreams you have for yourself. Maybe you cleaned up the living room for 5 minutes this morning. Maybe you sent an important email right away instead of procrastinating. Maybe you created an outline for your new project.
- Then, choose the biggest win from your day; the thing you are most proud of doing. It might be as simple as putting on lipstick so you felt good about yourself every time you walked by a mirror.
- Keep your past Weekly Progress Journals so you can do monthly, quarterly, and yearly recaps of all your successes.

*Sage Grayson*

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# Weekly Progress Journal

<p>MONDAY</p> <p>Accomplishments</p>	<p>TUESDAY</p> <p>Accomplishments</p>	<p>WEDNESDAY</p> <p>Accomplishments</p>	<p>THURSDAY</p> <p>Accomplishments</p>
<p>Biggest Win</p>	<p>Biggest Win</p>	<p>Biggest Win</p>	<p>Biggest Win</p>
<p>FRIDAY</p> <p>Accomplishments</p>	<p>SATURDAY</p> <p>Accomplishments</p>	<p>SUNDAY</p> <p>Accomplishments</p>	<p>GOALS FOR NEXT WEEK</p>
<p>Biggest Win</p>	<p>Biggest Win</p>	<p>Biggest Win</p>	<p>Most Desired Biggest Win</p>

Sage Grayson

LIFE EDITOR

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# Thank You!

Thank you for downloading the Productivity Power Pack. Now get out there and get stuff done!

Sage Grayson, Life Editor



## Who's Sage?

Hey there! I'm Sage Grayson, a former book editor turned life and business coach. I'm a Life Editor . . . and so are you!

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