



FourLegRehabInc

CANINE REHAB EDUCATIONAL RESOURCES

PRODUCTIVITY MANAGER

Big Projects / Goals

What are your 2 big projects / goals you want to accomplish?

Identify 1, 2, or 3 things you can do / focus on today towards accomplishing these big goals.

People

Who are the people you are needing something from before moving forwards?

Who might you need to reach out to in order to move forwards?

| People I'm waiting on... | People to Reach Out to... |
|--------------------------|---------------------------|
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Must Do's

The main things I must do today no matter what!

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Note:

Beware of your e-mail inbox... it can lead you down a path of non-productivity, or trap you into doing other peoples agendas (instead of your own). Take care of YOUR must-do items before your inbox!