



HIGH PERFORMANCE ACADEMY'S  
1-PAGE PRODUCTIVITY PLANNER

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

## PROJECTS

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

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

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

5 big things I must do to move this project forward:

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

1. \_\_\_\_\_
2. \_\_\_\_\_
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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 who you need something from to move forward:

## 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 major dream and schedule real time to leap towards it. Below, detail a dream you have and 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 life...*

### **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...*