



CONTROLLING YOUR PRODUCTIVITY WITH A DAILY PROCESS

PRODUCTIVITY TIP

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**TAKE CONTROL OF
YOUR PRODUCTIVITY
BY CREATING HABITS
TO ESTABLISH
PROCESSES THAT**

ARE NOT TIME DEPENDENT

AND ALLOW FOR FLEXIBILITY.

PRODUCTIVITY TIP



4 Daily Check In Steps

1. Create daily checklist of actions to take daily
2. Approximate time for all tasks/ meetings
3. Schedule repeating daily appointment
4. Magic is in execution & adjustments

Daily Productivity Checklist



Current Projects



Email



**Chats /
Messages**



voice messages



**Project
Management /
CRM**



**Scheduling &
Calendaring**



CREATING A CLOSING TIME CHECKLIST



PRODUCTIVITY TIP

Closing Time 5

1. Check messages
2. Review today's actions
3. Plan for tomorrow's actions
4. Ask yourself
5. Visualize tomorrow's schedule



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