

Leader Daily Productivity List		Date:
Top 5 Priorities	Daily Accomplishments	Tomorrow's Top 5 Priorities
1.		
2.		
3.		
4.		
5.		
Other Weekly To Do Items		Due Date:
1.		
2.		
3.		
4.		
5.		
6.		
8.		
		Emails/Phone Calls to Return
Appointments/Meetings	Three Daily Positives	
Tomorrow's Meetings	Tomorrow's Meeting Prep	
		Daily Goal: