

Productivity Action Plan

Being
ORGANIZED
is like having
a BREATH of
FRESH AIR

—Kathy McEwan



YOUR BIG GOAL

An organized home

Your Mini Goals

Make a list of the goals you need to achieve to accomplish your BIG GOAL

- Organized Kitchen
- Organized Bathroom
- Organized Bedroom
- Organized Front Hall
- Paper Filing System
- Organized Toy Area
- Organized Basement
- Organized Garage

Prioritize! Choose three of your mini goals to achieve first

1

Organized
Bedroom

2

Organized
Toy Area

3

Paper Filing System

YOUR BIG GOAL

Your Mini Goals

Make a list of the goals you need to achieve to accomplish your BIG GOAL

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Prioritize! Choose three of your mini goals to achieve first

1

2

3

Today's Date Tuesday, May 21 Due Date Sunday, May 26

Mini Goal

An organized bedroom

Make a list of the tasks you need to complete to accomplish your MINI GOAL

- Donate items I no longer need
- Clear off dresser and bedside tables, wipe down
- Organize closet
- Organize clothes in dresser
- Organize bedside table drawers

COMPLETE!

Today's Date _____ Due Date _____

Mini Goal

Make a list of the tasks you need to complete to accomplish your MINI GOAL

- _____
- _____
- _____
- _____
- _____

COMPLETE!

Productivity Action Plan | Your Mini Goals

Today's Date _____ Due Date _____

Mini Goal

Make a list of the tasks you need to complete to accomplish your MINI GOAL



COMPLETE! 

Today's Date _____ Due Date _____

Mini Goal

Make a list of the tasks you need to complete to accomplish your MINI GOAL



COMPLETE! 

DATE _____

Today's IMPORTANT TASKS to complete

My TOP THREE tasks to complete

- 1 _____
- 2 _____
- 3 _____

ME TIME! Things I want to do for myself

- 1 _____
- 2 _____
- 3 _____