

Printable AI Productivity Planner

How to use this planner

Use these pages to turn intentions into a realistic plan. Write by hand, leave space for changes, and choose only the detail that helps you take your next step.

- Start with the monthly goals page. Choose three outcomes that matter, explain why, and name one first step for each.
- Use a Daily Focus page for one day. Select three priorities, then add notes and a short done list. Print extra copies when useful.
- Use the hourly page when you want to give tasks a place in your day. Leave open time for breaks, travel, and unexpected work.
- At the end of the week, review what helped and what got in the way. Let the next plan reflect what you learned.
- Use the brain dump page to clear your head, then sort items into next steps, scheduled tasks, and things to revisit later.

If you use ChatGPT, avoid entering private or sensitive information. Check important details before acting on an AI response. The prompts are starting points, so adjust them to fit your needs.

Monthly goals

Choose up to three meaningful outcomes for this month. Keep each goal specific enough to guide a first action, while leaving room to adjust as you learn.

Goal 1

What would I like to achieve?

Why does it matter to me?

My first step

Goal 2

What would I like to achieve?

Why does it matter to me?

My first step

Goal 3

What would I like to achieve?

Why does it matter to me?

My first step

Why does it matter to me?

My first step

Why does it matter to me?

My first step

Why does it matter to me?

My first step

Monthly goals, reusable copy

Print this page again when you want a fresh set of three goals. You can also use it to plan a different area of life or work.

Goal 1

What is the outcome, and how will I know I have made progress?

Why is this worth my attention now?

What is one small first step?

Goal 2

What is the outcome, and how will I know I have made progress?

Why is this worth my attention now?

What is one small first step?

Goal 3

What is the outcome, and how will I know I have made progress?

Why is this worth my attention now?

What is one small first step?

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Daily focus, reusable

Print a fresh copy for each day you want to plan. A short list is easier to use than a page full of competing tasks.

Date: _____ Today I want to feel: _____

My top 3 priorities

1. _____

The next action is: _____

2. _____

The next action is: _____

3. _____

The next action is: _____

Notes and reminders

Done list

- ☐ _____
- ☐ _____
- ☐ _____

Daily focus, reusable

Use one copy for one day. You can plan the day in the morning or make a first draft the evening before.

Date: _____ One thing to protect time for: _____

My top 3 priorities

1. _____

First action: _____

2. _____

First action: _____

3. _____

First action: _____

Notes

Done list

- ☐ _____
- ☐ _____
- ☐ _____

Daily focus, reusable

A fresh sheet for another day. Choose priorities that fit the time and energy you actually have.

Date: _____ Energy today: _____

My top 3 priorities

1. _____

First action: _____

2. _____

First action: _____

3. _____

First action: _____

Notes and ideas

Done list

- ☐ _____
- ☐ _____
- ☐ _____

Hourly time plan

Plan from 7am to 9pm. Use each row for a task, appointment, break, or travel. Leave space where you need flexibility.

Date: _____ Main focus: _____

7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	
9pm	

A note for tomorrow

Weekly review

Set aside a few minutes to notice what happened, without judging yourself. Use what you learn to make next week more workable.

Week of: _____ to _____

Wins and progress

What went well, even if it was small?

What got in the way

What made tasks harder, and what could I change next time?

Next week's top 3

1. _____
2. _____
3. _____

One thing I will make easier for myself: _____

Brain dump to plan

First capture everything on your mind. Then sort it into a next action, a scheduled item, something to ask or delegate, or something to revisit later.

1. Capture

Write tasks, reminders, questions, and ideas here. Do not sort them yet.

2. Sort

Next action I can take

Schedule for a specific day or time

Ask for help, delegate, or get more information

Revisit later or let go

3. Choose a starting point

The first task I will move forward is: _____

I will begin on: _____ For about: _____

12 planning prompts for ChatGPT

Copy a prompt and fill in the square brackets. Share only information you are comfortable entering. Review the response and make your own decisions.

1. Turn my to do list into a realistic day plan: [paste tasks], [available hours], [fixed appointments]. Include breaks and mark the three most important tasks.
2. Break a large task into smaller steps: [task]. I have [time available] and [tools or information]. Suggest a clear first step and a sensible order.
3. Help me choose what to drop or defer: [tasks]. My main goal is [goal], and I have [time available]. Explain the trade offs without making the decision for me.
4. Group these tasks by topic: [paste tasks]. Keep every task, suggest useful groups, and flag anything that needs a deadline.
5. Help me define a useful first step for [goal]. My current situation is [brief context] and I can spend [available time]. Give me a few options.
6. Make a short checklist for [task]. The finished result should include [requirements]. Keep the steps practical and in order.
7. Help me prepare for [meeting or event] on [date]. My aim is [aim]. Suggest what to prepare and questions I may want to ask.
8. Review this plan for missing steps or unclear timing: [paste plan]. Point out assumptions and ask me questions before suggesting changes.
9. Help me make this task smaller: [task]. What could a 15 minute version look like, and what would count as progress?
10. Turn these notes into next actions: [notes]. Separate actions, questions, and information to keep. Do not add details that are not in my notes.
11. Help me plan a focused work session for [task]. I have [time] and may be interrupted by [constraints]. Suggest a starting point and a stopping point.
12. Help me reflect on [week or project]. Here is what happened: [notes]. Ask questions that help me identify a win, a difficulty, and one next step.

Check suggestions against your real deadlines and responsibilities. Do not share passwords, financial details, or private information about other people.

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