

Journaling Ideas *for a* Productive Week

..... Ordinary & Happy

- Your top three priorities for the week (ranked).
- For each priority, three things you could do that would make a big difference.
- One way to improve your morning routine.
- One way to improve your evening routine.

- Things on your to-do list that would take less than 10 mins each to do.
- One thing you've been procrastinating on that you could tackle this week.
- Opportunities to focus on at work.
- People to catch up with this week.

- Things that waste your time and how you could change that this week.
- Times during the day when you feel most focused and energized.
- Important tasks you should plan for the times of day you're most focused.
- Things you could do when you're unmotivated.

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- Simple self-care things you could do this week.
- Things you could simplify in your day-to-day.
- Routines that could save you time.
- Things to change about your workspace or environment that could help you focus.