Name: **Insert your name** Date:**Today’s date**

**Daily Accountability**

**Today I am accountable for:**

* 1. List Activity
  2. List Activity
  3. List Activity
  4. List Activity

**To accomplish this, I have to:**

* 1. List Action
  2. List Action
  3. List Action
  4. List Action

**How much did I accomplish on previous day’s goals?**

Yesterday I accomplished…

**Was there anything that prevented me from achieving my outcomes?**

What prevented me from achieving my outcomes?

**Daily Productivity Form**

**Big Projects** Date: **Today’s Date**

1. Project #1
2. Project #2
3. Project #3
4. Project #4

**People I am waiting on:**

1. Name and contact information

2. Name and contact information

3. Name and contact information

4. Name and contact information

5. Name and contact information

**People I need to reach out to:**

1. Name and contact information

2. Name and contact information

3. Name and contact information

4. Name and contact information

5. Name and contact information

**Priorities for today: MUST BE DONE**

Note all of the things that MUST BE DONE today.