

Annual Productivity Checklist

Month	Focus	Follow Up
January	Complete the Goals Worksheet . Identify top 3 goals for the year and the priorities to get there.	
February	Set up your 100 Day Roadmap . Work on <i>Incremental Goals</i> . Roadmap.	
March	Use your Facilitator checklist all month. Do a 360 Feedback and see how your team perceived your support.	
April	How is your 100 Day Roadmap going? Any revisions needed? Use the Interruptions Log . Manage Your Attention.	
May	Use the Energy Audit . Are you sustaining healthy energy or living off stimulants?	
June	Use the Daily Review for the month. Is this a daily ritual you can stick with? It provides a record of what works best and your derailers.	
July	Use the Attention Re-Boot . Be mindful of the direction of your thoughts. Are you focused on solutions or problems?	
August	Juggle your schedule. Spend time with your family. Schedule in fun, back to school activities.	
September	Review your Daily Review notebook . Any recurring issues you need to change?	
October	Check out the Digital Detox . Set up your policy to unplug and take back your time.	
November	Start a Gratitude list . Have everyone in your department (and family) join you. Make it a ritual.	
December	Start a new Goals Worksheet and 100 Day Roadmap . Get started in the New Year focused.	

