

Writer's Daily Productivity Checklist

Set Goals and Intentions

Start your day by setting goals and intentions. You should also have a goal and/or intention each time you take on a task, such as writing.

My goal(s) and intentions for today:

| | |
|--------------------------|-------|
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |

Track Your Results

Use the chart below to track your results:

| | |
|--------------------|--|
| # of Words Written | |
| # of Pages Revised | |

Track Your Productivity Habits

Use the chart below to track of your productivity habits.

| | |
|--|--|
| # of Breaks Taken | |
| Amount of Water Drunk | |
| # of Hours of Sleep | |
| Amount of Exercise Completed | |
| Amount of Meditation Time Completed | |
| # of Times Used Energizers (meditation, intentions, and breathing) | |

Track Your Progress

At the end of the day, rate yourself for each one of these statements using a scale of 1 to 10, (with 10 being the highest):

I showed up to write energized (emotionally, physically, and mentally) and positive today.

1 2 3 4 5 6 7 8 9 10

I drank enough water (3-5 liters) today.

1 2 3 4 5 6 7 8 9 10

I felt rested today.

1 2 3 4 5 6 7 8 9 10

I blocked time on my schedule to write today.

1 2 3 4 5 6 7 8 9 10

I clearly defined what I needed to write today—and that is, indeed, what I wrote.

1 2 3 4 5 6 7 8 9 10

I used my block time to write today.

1 2 3 4 5 6 7 8 9 10

I took a break every 50 minutes today.

1 2 3 4 5 6 7 8 9 10

I used my work breaks to rejuvenate and energize today.

1 2 3 4 5 6 7 8 9 10

I stuck to my writing plan today.

1 2 3 4 5 6 7 8 9 10

I set goals today.

1 2 3 4 5 6 7 8 9 10

I achieved my goals today.

1 2 3 4 5 6 7 8 9 10

I felt productive today.

1 2 3 4 5 6 7 8 9 10

I used accountability today to help me achieve my goals.

1 2 3 4 5 6 7 8 9 10