



Academic Productivity Planner

Version 2.2

©2021 by Abigail I. MacBain

aim2121@columbia.edu

BASIC INTRODUCTION

These forms are built to work together to focus on breaking down projects and assigning deadlines. They can either be used together or independently. Depending upon personal preference, daily pages can be used in a 5 or 7 day working format. Productivity Points help with incentivizing and rewarding positive work and lifestyle habits but are not essential to using the planner.

Getting Started:

- I. **Project Planner:** (*optional*)
 - A. Assign a project and write a brief description
 - B. Determine up to five major steps and break down those steps into 5 smaller parts per step.
 - C. Set due dates for each of those sections, starting with Step 1.
 - D. Copy due dates to Annual and Monthly Planners. If any items are due this week, copy those to Weekly Planner and assign to relevant day in the Deadline category.
- II. **Monthly Planner:**
 - A. Determine goals for the month ahead.
 - B. Determine weekly habits for the month ahead (*can either be done all at once or week by week*).
 - C. Note any major deadlines or appointments (including from Project Planner) in the calendar.
- III. **Weekly Planner:**
 - A. Assign a major deadline to be completed for every day you are using the planner.
 - B. Identify up to 5 tasks that must be completed this week as well as any carried over from last week
 - C. Copy down Weekly Habit from Monthly Planner; note if you are continuing any prior week's habits as well.
- IV. **Daily Planner:**
 - A. Write the date atop all Daily Planners for the week.
 - B. Copy Deadlines from Project, Monthly, and Weekly Planners and assign "Must Do This Week" activities to each day.
 - C. Map out up to 4 Deadlines that must be completed during the first work day and 5-10 To-Dos that will ideally be done but are not as essential. Points can be combined for larger Deadlines and To-Dos.
 - D. Over the course of the day, check off activities as they happen and assign either full or partial points for following through. Mark if you completed this week's habit that day and any other bonus points
- V. **Working Hours:**
 - A. Assign working goals (e.g. 8 hours/day, 40 hours/week, etc...)
 - B. Add in daily tasks, categories, and total hours; note when went above and below goal
 - C. Keep track of working hours in balance category
 - D. **Note:** *Max working times and Daily Planners include all 7 days of the week in order to provide options for personalized schedules and working styles. Point goals should reflect practical, achievable, and healthy plans, not the maximum.*
- VI. **Rewards:** Map out rewards for productivity points and cost for spending points. (*optional*)

Regular Use:

- I. **Daily:** Take 15 minutes at either the end of the day or first thing the next morning to reflect on the previous day's productivity, count up points, and plan out the next working day. Note where you succeeded and what parts of your planning need to be tweaked. Avoid making changes to Weekly Habits and other preset commitments as much as possible; changes can be made in future weeks if necessary, but try to meet the challenges you set.
- II. **Weekly:** At the end of the week or beginning of the next, record your accrued points and reflect upon what you want to continue doing or what you want to change for the week ahead. Set new goals and habits, noting that you can keep accruing bonus points for any habit you maintain past its initial week.
- III. **Monthly:** At the end of the month or beginning of the next, record your weekly scores and try to identify trends. Which days are busier than others? Should you assign fewer tasks on those days to increase likelihood of finishing them in full? Which days are slow and could be good days to power through weekly tasks. See how your scores compare with past months and if you are on target to reach your next reward milestone.
- IV. **Habits:** If desired, habits can be declared and tracked in the Habit Tracker, as well as Monthly and Weekly Planners.

PRODUCTIVITY POINTS & BONUSES

POINT TALLY

Month	Points Earned	Spent Points	Total
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total			

Bonuses are intended to reward following through with goals and positive habits. They can also help maintain daily, weekly, and monthly goals in case of a lower productivity day or if choosing not to work on certain days.

In principle, there is a max of 10 extra credit points/day, 50/week, and 200/month (or 250 for months with a 5th week). Bonus points from completing Project Planner steps and Projects are additional.

Bonus Action	Where to Add	Points
Maintained weekly habit	Calculated in Daily Planner	5
Maintained prior week's habit	Calculated in Daily Planner	5
Used daily planner at least 5 days/ week	Calculated in Weekly Planner	5
Achieved weekly hours goal	Calculated in Weekly Planner	10
Achieved weekly point goal	Calculated in Weekly Planner	10
Achieved monthly point goal	Calculated in Monthly Planner	50
Used daily planner at least 5 days/ week for a full month	Calculated in Monthly Planner	10
Achieved all of weekly goals for month	Calculated in Monthly Planner	50
Completed a step in Project Planner	Calculated in Weekly Planner	50
Completed a Project	Calculated in Monthly Planner	100

SPENDING POINTS

Points can be used to "buy" yourself out of trouble when not meeting personal goals, when setting breaks on habits or goals, or when otherwise breaking commitments. Amount is deducted from point tally.

Cost	Action
-7500	
-5000	
-4000	
-2500	
-1000	
-500	
-250	
-150	
-100	
-50	

POINT REWARDS

Set goals for attaining certain levels (note: points cannot be spent upon hitting benchmark)

Benchmarks	Reward
12000	
10000	
7500	
5000	
4000	
2500	
1500	
1000	
500	
250	

WORKING HOURS

Date	Task Description	Type	Hours Total	Hours over (+)	Hours under (-)	Balance
<i>Weekly Working Goals:</i>						
Mon						
Tues						
Wed						
Thu						
Fri						
Sat						
Sun						

Type Category Key			
Rd	Reading	Me	Meeting
Wr	Writing	Ed	Editing
Re	Research	Or	Other

Evaluation: _____

HABIT TRACKER

Habit

	Week																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				

Week

Month 1: January		Date	Month 7: July		Date
1			1		
2			2		
3			3		
4			4		
5			5		
Month 2: February		Date	Month 8: August		Date
1			1		
2			2		
3			3		
4			4		
5			5		
Month 3: March		Date	Month 9: September		Date
1			1		
2			2		
3			3		
4			4		
5			5		
Month 4: April		Date	Month 10: October		Date
1			1		
2			2		
3			3		
4			4		
5			5		
Month 5: May		Date	Month 11: November		Date
1			1		
2			2		
3			3		
4			4		
5			5		
Month 6: June		Date	Month 12: December		Date
1			1		
2			2		
3			3		
4			4		
5			5		

Month:

MONTHLY PLANNER

Weeks	Max	Goal	Actual
1	400		
2	400		
3	400		
4	400		
5*	400		
Bonus	200-250		
Total*	4 wk: 1,800	4 wk:	
	5 wk: 2,250	5 wk:	

Goals: at beginning of month

Evaluation: at end of month

*Depending upon month

Weekly Habit:	list number of times per week (max=7 times out of 7 days, or 7/7)	Max	Goal	Actual
Week 1		7 7		
Week 2		7 7		
Week 3		7 7		
Week 4		7 7		
Week 5*		7 7		

Day	Deadlines/Appointments	Day	Deadlines/Appointments
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			

Week: # _____ of _____

WEEKLY PLANNER

From:

Until:

✓	Day	Deadlines:	<i>must be completed on assigned day</i>
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		

Day	Max	Goal	Actual
Monday	50		
Tuesday	50		
Wednesday	50		
Thursday	50		
Friday	50		
Saturday	50		
Sunday	50		
Bonus*	50*		
Total	400		

✓	Must Do This Week:	<i>assign to specific dates</i>	<i>*See Bonus ideas</i>
	1		
	2		
	3		
	4		
	5		

Weekly Habit:	<i>list number of times per week (max=7 times out of 7 days, or 7/7)</i>	Max	Goal	Actual
<i>This week's habit</i>		7		
<i>Previous week's habit</i>		7		
<i>Other prior habit</i>		7		

In Review:

Evaluation:

Positives:

Negatives

Moving Forward:

Date:

DAILY PLANNER

Monday

Deadlines:		Assigned Deadlines & Tasks	Max	Actual
1			5	
2			5	
3			5	
4			5	
5			5	

			25	<input type="checkbox"/>
To Do:		Begin with yesterday's unfinished tasks	Max	Actual
1			2	
2			2	
3			2	
4			2	
5			2	

Working Hours:			10	<input type="checkbox"/>
Time In	:	:	:	:
Time Out	:	:	:	:
Hours				<input type="checkbox"/>

Notes:

Activities	Max	Goal	Actual
Deadlines	25		
To-Dos	10		
Weekly Habit*	5*		
Prior Habits*	5*		
Kept Schedule	5		
Total	50		

*Bonus points

<input checked="" type="checkbox"/>	CHECKLIST

Evaluation:

Date:

DAILY PLANNER

Tuesday

Deadlines:	<i>Assigned Deadlines & Tasks</i>	Max	Actual
1		5	
2		5	
3		5	
4		5	
5		5	

		25	
To Do:	<i>Begin with yesterday's unfinished tasks</i>	Max	Actual
1		2	
2		2	
3		2	
4		2	
5		2	

Working Hours:					10	
Time In	:	:	:	:	:	
Time Out	:	:	:	:	:	
Hours						

Notes:

Activities	Max	Goal	Actual
Deadlines	25		
To-Dos	10		
Weekly Habit*	5*		
Prior Habits*	5*		
Kept Schedule	5		
Total	50		

*Bonus points

✓	CHECKLIST

Evaluation:

Date:

DAILY PLANNER

Wednesday

Deadlines:		<i>Assigned Deadlines & Tasks</i>	Max	Actual
1			5	
2			5	
3			5	
4			5	
5			5	

			25	<input type="text"/>
To Do:		<i>Begin with yesterday's unfinished tasks</i>	Max	Actual
1			2	
2			2	
3			2	
4			2	
5			2	

Working Hours:			10	<input type="text"/>
Time In	:	:	:	:
Time Out	:	:	:	:
Hours				<input type="text"/>

Notes:

Activities	Max	Goal	Actual
Deadlines	25		
To-Dos	10		
Weekly Habit*	5*		
Prior Habits*	5*		
Kept Schedule	5		
Total	50		

*Bonus points

<input checked="" type="checkbox"/>	CHECKLIST
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Evaluation:

Date:

DAILY PLANNER

Thursday

Deadlines:		<i>Assigned Deadlines & Tasks</i>	Max	Actual
1			5	
2			5	
3			5	
4			5	
5			5	

			25	
To Do:		<i>Begin with yesterday's unfinished tasks</i>	Max	Actual
1			2	
2			2	
3			2	
4			2	
5			2	

Working Hours:					Max	Actual
Time In	:	:	:	:	:	:
Time Out	:	:	:	:	:	:
Hours						

Notes:

Activities	Max	Goal	Actual
Deadlines	25		
To-Dos	10		
Weekly Habit*	5*		
Prior Habits*	5*		
Kept Schedule	5		
Total	50		

*Bonus points

✓	CHECKLIST

Evaluation:

Date:

DAILY PLANNER

Friday

Deadlines:		<i>Assigned Deadlines & Tasks</i>	Max	Actual
1			5	
2			5	
3			5	
4			5	
5			5	

			25	<input type="checkbox"/>
--	--	--	----	--------------------------

To Do:		<i>Begin with yesterday's unfinished tasks</i>	Max	Actual
1			2	
2			2	
3			2	
4			2	
5			2	

Working Hours:			10	<input type="checkbox"/>
-----------------------	--	--	----	--------------------------

Time In	:	:	:	:	:
Time Out	:	:	:	:	:
Hours					<input type="checkbox"/>

Notes:

Activities	Max	Goal	Actual
Deadlines	25		
To-Dos	10		
Weekly Habit*	5*		
Prior Habits*	5*		
Kept Schedule	5		
Total	50		

*Bonus points

<input checked="" type="checkbox"/>	CHECKLIST
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Evaluation:

Date:

DAILY PLANNER

Saturday

Deadlines:	<i>Assigned Deadlines & Tasks</i>	Max	Actual
1		5	
2		5	
3		5	
4		5	
5		5	

		25	
To Do:	<i>Begin with yesterday's unfinished tasks</i>	Max	Actual
1		2	
2		2	
3		2	
4		2	
5		2	

Working Hours:					10	
Time In	:	:	:	:	:	
Time Out	:	:	:	:	:	
Hours						

Notes:

Activities	Max	Goal	Actual
Deadlines	25		
To-Dos	10		
Weekly Habit*	5*		
Prior Habits*	5*		
Kept Schedule	5		
Total	50		

*Bonus points

✓	CHECKLIST

Evaluation:

Date:

DAILY PLANNER

Sunday

Deadlines:	Assigned Deadlines & Tasks	Max	Actual
1		5	
2		5	
3		5	
4		5	
5		5	

		25	
To Do:	Begin with yesterday's unfinished tasks	Max	Actual
1		2	
2		2	
3		2	
4		2	
5		2	

Working Hours:		10	
Time In	: : : :	:	:
Time Out	: : : :	:	:
Hours			

Notes:

Activities	Max	Goal	Actual
Deadlines	25		
To-Dos	10		
Weekly Habit*	5*		
Prior Habits*	5*		
Kept Schedule	5		
Total	50		

*Bonus points

✓	CHECKLIST

Evaluation:

Title:

Description:

(MAIN)

✓	Steps
	1
	2
	3
	4
	5
	6 Other

Breakdown

✓	Due:	Step 1:	✓	Due:	Step 2:
✓	Due:	Step 3:	✓	Due:	Step 4:
✓	Due:	Step 5:	✓	Due:	Other/Supplemental:

Notes:

Title:

(BREAKDOWN)

Step # _____

✓	Main Areas/Section/Activities	Due Date
1		
2		
3		

Main Focus/Argument & Supporting Points		Supporting References/Evidence
A.		
B.		
C.		
Secondary Focus/Argument & Supporting Points		Supporting References/Evidence
A.		
B.		
C.		
Tertiary Focus/Argument & Supporting Points		Supporting References/Evidence
A.		
B.		
C.		
Issues/Problems to Address		Refuting Points or Resolution

Issues to Revisit later: