

Simple printable pages for clearer planning and better focus

A clean starter bundle built to support the Productivity Tools site. Use it with the Pomodoro Timer, Stopwatch, and Countdown Timer to make work sessions more deliberate and easier to follow through on.

Included in v1

- Daily Focus Planner
- Pomodoro Session Tracker
- Simple Time-Block Sheet
- Weekly Priority Planner

Best for:

study blocks, work planning, admin catch-up, weekly r

How to use it

Pick the page that matches the type of work you need to do, then pair it with one of the live timers on the site.

Why it helps

The pack gives you something practical to write on, so focus sessions become easier to plan and easier to review.

Keep it simple

This is not meant to be a huge productivity system. Use the pages that genuinely help and ignore the rest.

Daily Focus Planner

Use this page to decide what matters today before smaller tasks and distractions start taking over.

Date

Day

Today's main task

Support tasks

- _____
- _____
- _____
- _____

Must-finish item

Block	Focus	Outcome / notes
Morning		
Late morning		
Afternoon		
Late afternoon		
Evening		

Distractions to avoid

End-of-day win

Pomodoro Session Tracker

Track focus rounds for real tasks so you can see what work actually needed, not what you guessed it would need.

Tip: write one real task per row, mark planned rounds before you start, then tick completed rounds as you go.

Task	Rounds (1-8)	Notes
<hr/>	<input type="checkbox"/> <input type="checkbox"/> 1 2 3 4 5 6 7 8	<hr/> <hr/>
<hr/>	<input type="checkbox"/> <input type="checkbox"/> 1 2 3 4 5 6 7 8	<hr/> <hr/>
<hr/>	<input type="checkbox"/> <input type="checkbox"/> 1 2 3 4 5 6 7 8	<hr/> <hr/>
<hr/>	<input type="checkbox"/> <input type="checkbox"/> 1 2 3 4 5 6 7 8	<hr/> <hr/>
<hr/>	<input type="checkbox"/> <input type="checkbox"/> 1 2 3 4 5 6 7 8	<hr/> <hr/>

Most important lesson

Best session length

What distracted me?

Simple Time-Block Sheet

Plan a day in blocks without making the schedule so complicated that it becomes another task to manage.

Time	Focus / task	Notes	Done
06:00-07:00	_____	_____	<input type="checkbox"/>
07:00-08:00	_____	_____	<input type="checkbox"/>
08:00-09:00	_____	_____	<input type="checkbox"/>
09:00-10:00	_____	_____	<input type="checkbox"/>
10:00-11:00	_____	_____	<input type="checkbox"/>
11:00-12:00	_____	_____	<input type="checkbox"/>
12:00-13:00	_____	_____	<input type="checkbox"/>
13:00-14:00	_____	_____	<input type="checkbox"/>
14:00-15:00	_____	_____	<input type="checkbox"/>
15:00-16:00	_____	_____	<input type="checkbox"/>

Three non-negotiables

Break plan

End-of-day review

Weekly Priority Planner

Use this page at the start of the week so smaller tasks do not crowd out the work that actually matters.

Week of	Main weekly focus	Why this week matters
Top priorities <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Key tasks / deadlines <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	
Admin / life tasks _____ _____ _____	Things to protect time for _____ _____ _____	Weekly notes _____ _____ _____
Best outcome this week _____	What needs carrying forward? _____	One weekly win _____