

IDEALLY PRODUCTIVE PERIOD
DISCOVERY EVALUATION

Observe yourself and document the tendencies you witness.
Remember: For productivity and focus scores: 10 is phenomenal; 1 is lacking.

Date:
Day of Week:

Time of Day	What was accomplished? (Notes)	Productivity Score 1-10	Focus Score 1-10
Early Morning (6-9 AM)			
Morning (9 AM-12 PM)			
Afternoon (12-3 PM)			
Early Evening (3-6 PM)			
Evening (6-9 PM)			

Reflect:

The best thing I accomplished today was:

_____.

My most productive time of day today was:

_____.

The time of day I was most focused was:

_____.

Additional Notes:

_____.

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