

CLEAN MAMA'S

PRODUCTIVITY & GOALS RESET GUIDE

**HELPING YOU GET
THINGS DONE**



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Quick Start Guide

Life can be busy!
But being productive
doesn't have to
feel busy. Being
productive is simply
getting things done,
accomplished, and
checked off.

Re-frame your mindset, make a list, prioritize your time, and make time for what really matters in your life.

Clean Mama's Productivity & Goals Reset can be used when you're working on a big project or simply when you feel like you've lost your focus in your homekeeping. Use it every day or just during especially busy times. It's designed to help you get the most out of your time so you can simply enjoy life.

HERE'S WHAT YOU NEED TO DO:

1. **PRINT IT OUT**

Print out individual pages OR print one page of everything with the EASY PRINT option.

2. **CHOOSE WHAT WILL WORK**

Need a daily plan or a weekly plan? Or both?! Print what you know will work and motivate you. Put it to work!

3. **USE IT**

Choose your method of keeping the pages and put it to use! Planner, binder, or clipboard, this kit is versatile, flexible, and most importantly, easy to use.

4. **DO A LITTLE BIT EVERY DAY**

I've included the Clean Mama Cleaning Routine on the weekly pages (a blank weekly page is included too) – if you've never tried my system, check out the cleaning routine explanation and give it a whirl!

5. **EVERY DAY IS A FRESH START**

Don't let a rough day spoil your productivity! Every one has them and letting them get in the way of the next day is a sure-fire way to ruin your progress. Start fresh with the next day.

6. **START**

Regardless of your situation or schedule, everyone can benefit from starting. Start small or start big, just start!

Daily life can be exhausting and overwhelming – take control of the things that you can control and let go of the rest.



Ready? Take a deep breath and get ready to get some things done!



Productivity

✦ CHECKLISTS ✦

Need a little direction and motivation to get started? Grab a checklist and make a plan!

LOOKING FOR MORE TIPS & TRICKS? VISIT [CLEANMAMA.COM!](https://www.cleanmama.com)

PRODUCTIVITY

Monthly Planner

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

NOTES: _____

PRODUCTIVITY

Monthly Planner

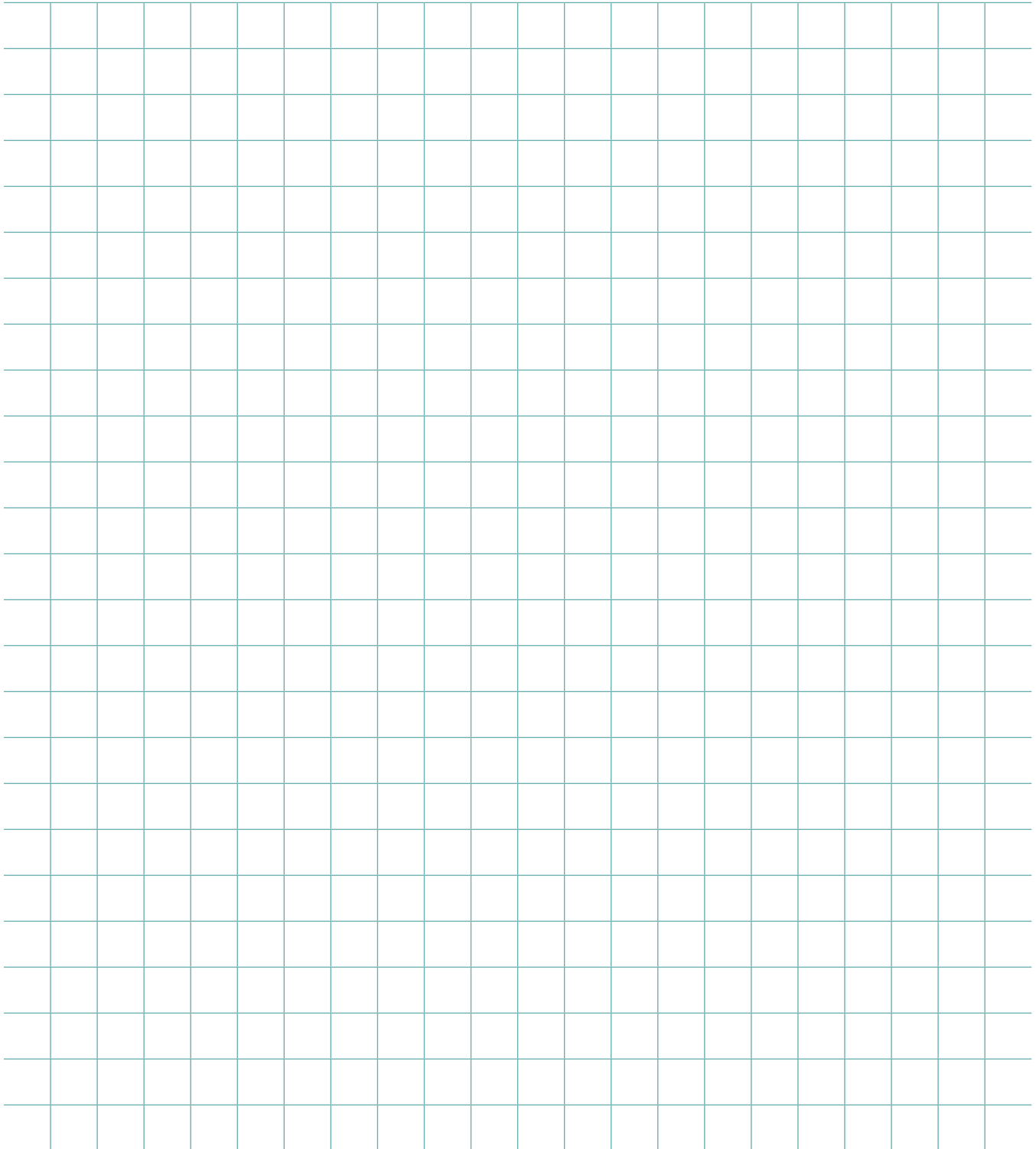
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

NOTES: _____

PRODUCTIVITY

The Grid Page

Use this to doodle, plan spaces and rooms or any way that makes you more productive!



PRODUCTIVITY

Project Planner

PROJECT	START DATE	END DATE

GOALS + MILESTONES
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TO-DO	✓

TIMELINE	WEEK OF:							WEEK OF:						
TASK	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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PRODUCTIVITY


Time Tracker

today's date:

 TASK	
6:00 am	
6:30 am	
7:00 am	
7:30 am	
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8:30 am	
9:00 am	
9:30 am	
10:00 am	
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9:00 pm	

PRODUCTIVITY

Year at a Glance

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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