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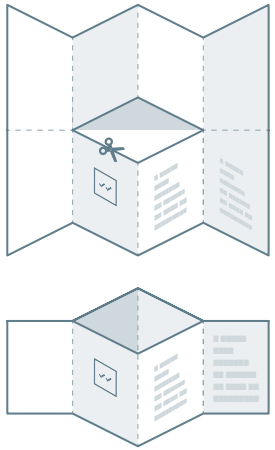

DIY productivity

by Weekdone

If found, please return to hello@weekdone.com or:

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priority Weekly plans status

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PPP - Plans, Progress, Problems
Weekly planning and journaling for key tasks

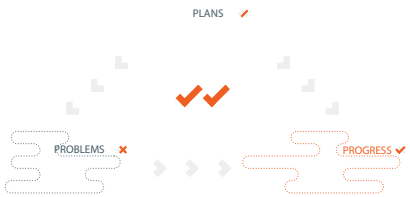
Less is more

- Start each day with looking at your plans.
- At the end of the day, reflect and mark your progress - what got done.
- Unlike a task manager, PPP is about listing only your most important weekly goals.
- A great way is to write 1 important plan to be achieved each day.
- Whatever it takes, fulfill these plans before anything else.
- Write down your next week's plans already on Friday.

PPP - Plans, Progress, Problems
Weekly planning and journaling for key tasks

Writing style

- Use writing style that others would understand. It's a good habit for when you start using an online PPP tool like Weekdone, where team communication is the key.



insights into your team