



The Productivity Pro® Planner – A Day-Timer® Exclusive!

Phone Calls section tracks and records your phone activity

Full-page To-Do List organizes and prioritizes your tasks

Errands Section helps you keep track of those "must do" tasks

Neutral colors with maximized planning space

6 THURSDAY NOVEMBER

PHONE CALLS

- ✓ Danny Ortman - Bank of America
- Mom - visit August?
- Nancy Montgomery - sched committee conf. call
- Dentist - sched. 6 month checkup
- Sally Mehee - building ops - need extra 6-foot table

ERRANDS

- ✓ Great Indoors faucet
- Macy's suitcase
- Walgreen's Rx

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Handle routine tasks such as filing, laundry, and house cleaning daily. Put them off too long and they'll soon turn into a big project.

THURSDAY NOVEMBER 6

TO DO LIST

- ✓ Book Tampa FL ticket Aug 8 Trip
- Invoice Encana June 28 seminar
- Write July newsletter
- Post blog entry
- Send participant workbook Kamy
- Register CHCC event Sept-3
- Invite panelists for convention
- Create PowerPoint show for Sunoco seminar
- Email tip sheets to Jennifer
- Register summer camp boys

MONDAY TUESDAY WEDNESDAY

3	4	5
8:00 - 11:00 Joyce Smith, TX #187	8:30 Nancy Jolly, Sunoco training Philadelphia	8:00 - 8:00 Sunoco training Philadelphia
8:00 Meagan home lesson	6:45 karate	6:00 Meagan home lesson
10:30 Typo speech Naples, FL	11:30 NSA Expo committee call	8:00 Interview Scott Maguire
11:30 conf call	6:45 karate	6:00 school play-Meagan
17	18	19
10:00 - 11:00 Kagan Webinar	1:00 Kuzler's Digest interview	12:00 Nantuxecor speech - urgent request Columbia, OH
8:00 Meagan home lesson	6:45 karate	8:00 Mike Jones
7:00 Massage	6:45 karate	8:00 Autumn feast Johnny

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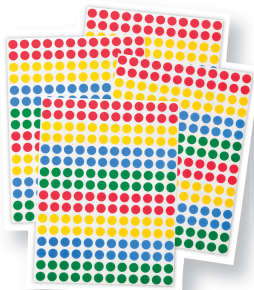
Perfect for traditional and hand-held users!

PORTABLE 2-Page-Per-Day

The Productivity Pro® Planner Components:



A-Z Contact/Filing Tabs



Dots (4 sheets)



Note Pages

THURSDAY FRIDAY SAT/SUN

		1
		2
		3
4	5	6
8:00 - 11:00 Sunoco training Philadelphia	11:30 Lunch Daria Goffe de France	8:00 haircut
11:30 #271	8:00 - 9:25	2:00 abs. appt.
		9
		10
		11
13	14	15
Visit grandparents San Antonio, TX		2:00 birthday party
		16
		17
		18
20	21	22
8:00 - 11:00 EX-55H	MissionCross presentation	8:00 karate tournament...
1:00 case training Denver, CO		8:00 dinner John
		23
		24
		25
27	28	29
Thanksgiving holiday	Thanksgiving holiday	
2:00 dinner at Paula's		30
		31

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2-Page-Per-Month Tabs

Capture and coordinate personal and professional commitments on the monthly tabs. Track your meetings, appointments, and obligations that must occur at specific times. Then, use the self-stick dots to code them.

Developing The Productivity Pro® Planner

by Laura Stack, MBA, CSP

"I've always struggled with creating a paper planner that met my needs and worked with my handheld. I patched together bits and pieces of different systems trying to create the perfect one.

Now you can have the EXACT system that I've demonstrated at my seminars! Working with Day-Timers, I designed a planner specifically for those who carry handhelds, which are horrible for taking notes. Every day and month features a new productivity tip written by me. And of course, the whole system is efficient and uncomplicated."

NEW! THE PRODUCTIVITY PRO® PLANNER

Hand-helds are great task managers, but they're not configured for extensive note-taking. Time management pro, Laura Stack, has designed the first planner geared specifically to hand-held users. **2-Page-Per-Day pages**, each with a productivity tip. Pages have no time slots or calendars, so their writing space is larger and more efficient. Neutral colors on daily pages and monthly tabs rotate by quarter. **Monthly Tabs** have ample space for planning appointments and meetings, with space to list monthly goals and to-dos. **A-Z Tabs** do double duty as a contact filing system and a paper filing system. Use matching **Note Pages** to capture notes, create lists, and track projects, then file them behind the appropriate alpha tab. **Colored Dots** code your calendar by priority or activity.

The Productivity Pro® Planner will change the way you plan your time!

Order yours today at daytimer.com/productivity