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**"A goal without a plan
is just a wish."**

- Antoine de Saint-Exupery

**Plan Your Day the Night Before
for Maximum Productivity**

First list down all of your tasks:

S.no	Tasks	Time



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1. Set Your Top Priorities (MITs)

✓ **Identify Your Top 3 Tasks** – Write down the three most important tasks (MITs) for the next day. These should align with your long-term goals and drive meaningful progress.

Task	Priority Level	Notes
Task 1	High (MIT #1)	
Task 2	Medium (MIT #2)	
Task 3	Low (MIT #3)	

✓ **Focus on Your Most Important Task First** – Tackle your highest-impact task first thing in the morning when your energy and focus are at their peak.

2. Prepare Your Environment for a Smooth Start

✓ **Plan Meals & Outfits** – Decide on your meals and outfit the night before to eliminate morning decision fatigue.

✓ **Pack & Organize** – **Lay out everything you need**—clothes, bags, work essentials—so you start your day stress-free.

3. Brain Dump & Time Blocking

✓ **Brain Dump** – Write down everything on your mind—tasks, reminders, appointments—to clear mental clutter. Take a look at your list and see if anything else is taking your mind's bandwidth. Dump them here.

Task/Reminder	Category	Notes

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✓ **Time Block Your Tasks** – Assign specific time slots for each task to avoid distractions and stay focused.

Task	Time Slot	Notes

4. Use Smart Productivity Techniques

✓ **Pomodoro Technique** – Work for 25 minutes, take a 5-minute break to stay sharp.

✓ **Batch Similar Tasks Together** – Group similar tasks to minimize context switching and increase efficiency. In your list mark all the tasks that can be grouped together.

Group	Tasks
Group 1	
Group 2	
Group 3	

✓ **Apply the 80/20 Rule** – Identify the 20% of tasks that drive 80% of your results—focus on those first. Make them 1,2.



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5. Master Prioritization with the Eisenhower Matrix

Categorize your tasks into four quadrants:

URGENT & IMPORTANT
Must be done NOW

**IMPORTANT BUT
NOT URGENT**
Schedule for later

**URGENT BUT
NOT IMPORTANT**
Delegate to others

**NOT URGENT &
NOT IMPORTANT**
Eliminate completely

6. Learn to Say No

See in the list which all tasks you can politely **decline commitments** that don't align with your priorities.

Saying **no** to the wrong things means saying **yes** to what truly matters.

THANK YOU FOR BEING HERE!

Taking a few minutes to plan your day the night before can create a smoother, more productive tomorrow. Every small step you take to prepare is a step closer to achieving your goals.

Thank you for investing in yourself and your productivity journey. Here's to more organised days and a balanced, fulfilling life. You've got this!

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