

THE 3-3-3

PRODUCTIVITY METHOD

a simple daily filter for less chaos, more focus.

3

PRIORITIES

The 3 things that
move the needle today.

1

2

3

3

SMALL TASKS

The 3 quick wins that
keep everything running.

☐

☐

☐

3

CAN WAIT

The 3 things you're
not doing today.

X

X

X



You don't have to do everything.
You just have to do the right things.

3

THE 3-3-3 METHOD

less chaos. more focus.



PROTECT THE WORK

and make tomorrow easier

DATE _____

BEST FOCUS WINDOW _____

3

HOURS OF DEEP WORK

one meaningful project. one clear finish line.

PROJECT _____

FINISH LINE _____

WHY IT MATTERS _____

FOCUS BOUNDARIES

check what will protect your attention today.

☐

silence notifications

☐

phone out of reach

☐

close extra tabs

☐

prepare materials first

☐

tell others you're unavailable

☐

use a visible end time

End-of-day review

what worked, what didn't, what comes next.

WHAT WORKED?

WHAT GOT IN THE WAY?

TOMORROW'S FIRST MOVE

3

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