



WHERE THE
TIME GOES

PRODUCTIVITY
Journal



Week 1: Establishing a Routine

Day 1: Setting Goals

Tip: Start by setting 3 must-do tasks for the day.

Bible Verse: Proverbs 21:5 (NIV) – "The plans of the diligent lead to profit as surely as haste leads to poverty."

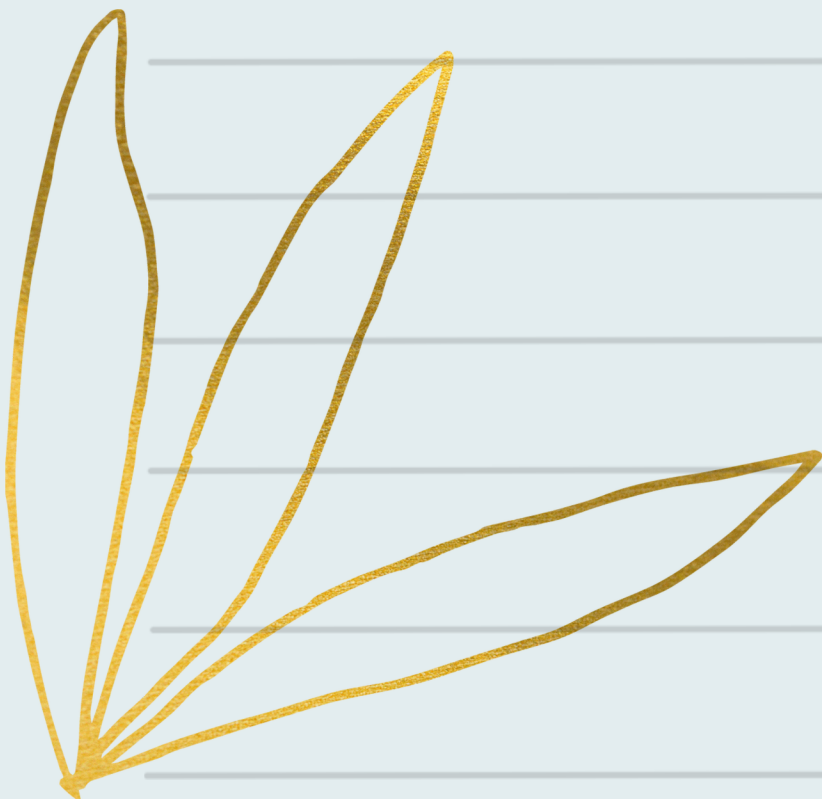
Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Write about how you feel after setting and working towards these goals.





Day 2. Tracking Progress

Tip: Use a planner to track your daily, weekly, and monthly goals.

Bible Verse: Galatians 6:9 (NIV) – "Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up."

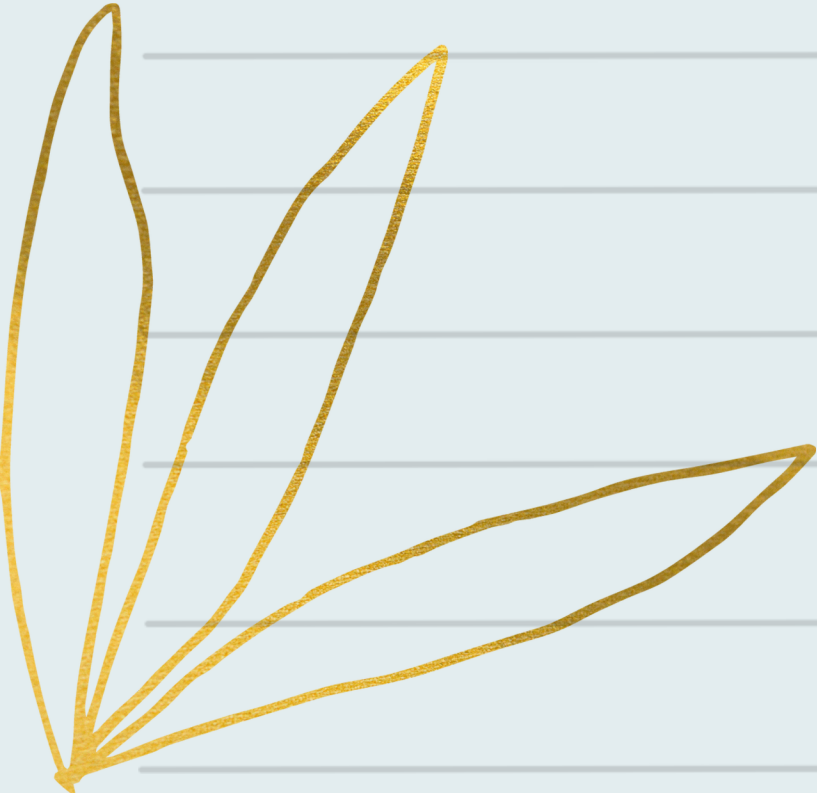
Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Reflect on your progress and any challenges you faced.



Day 3: Utilizing a Planner



Tip: Choose a planner that works best for your needs.

Bible Verse: Ecclesiastes 3:1 (NIV) – "There is a time for everything, and a season for every activity under the heavens."

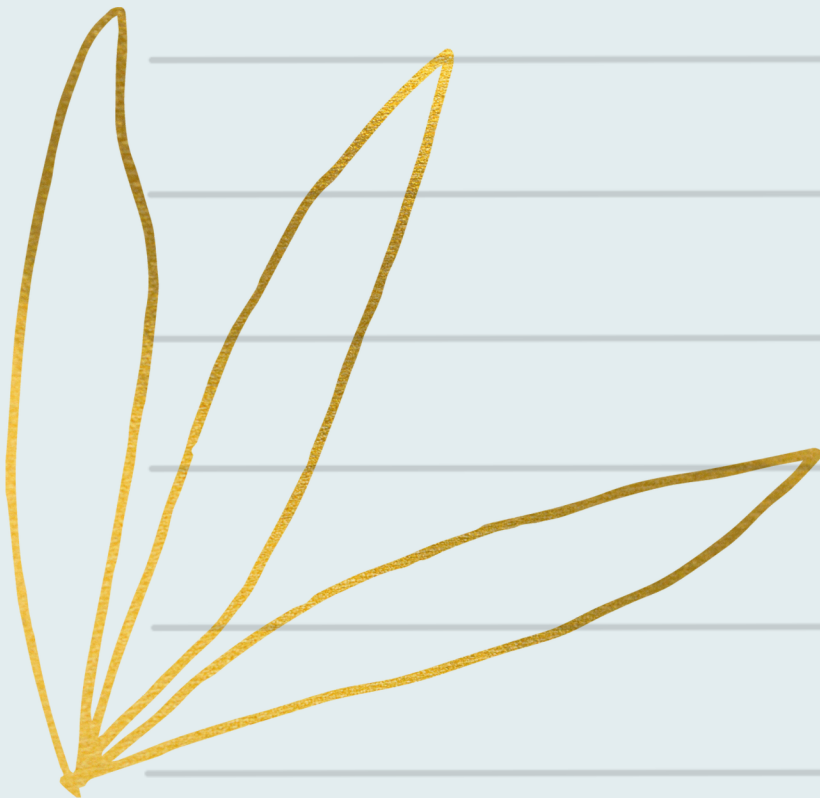
Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Note any improvements in your productivity using a planner.



Day 4: Creating To-Do Lists

Tip: Prioritize your tasks with a to-do list.

Bible Verse: James 4:13-15 (NIV) - "Now listen, you who say, 'Today or tomorrow we will go to this or that city, spend a year there, carry on business and make money.'"

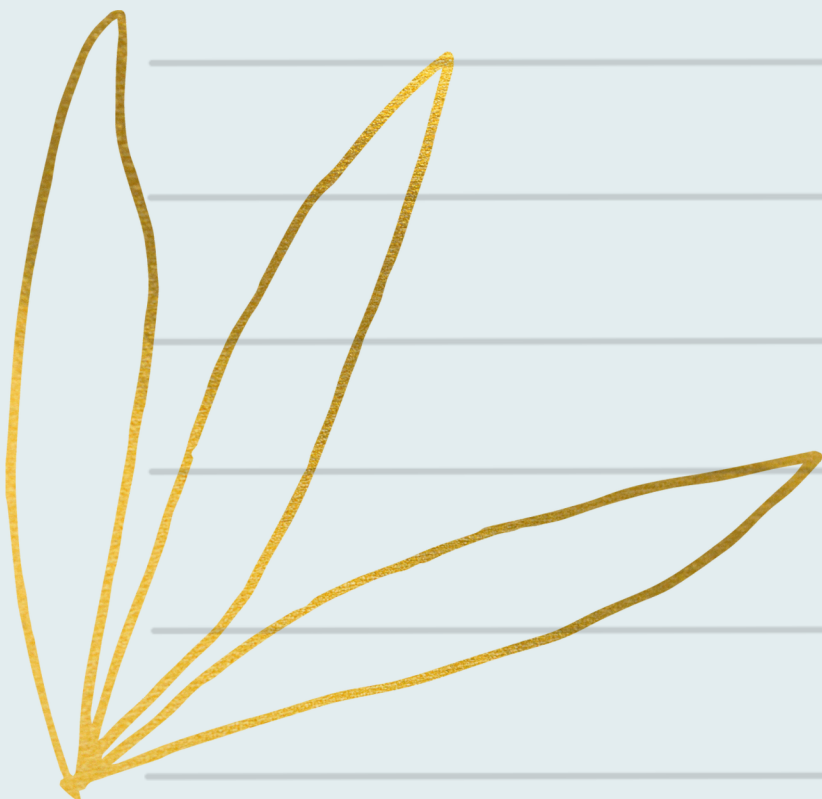
Daily Goals: 1. 2. 3.



- 1. _____
2. _____
3. _____

Journaling/Reflection: Reflect on the effectiveness of your to-do list. Is it working are you checking them off?

Lined area for journaling and reflection.



Day 5: Keeping a Clean Environment

Tip: Declutter your workspace daily.

Bible Verse: 1 Corinthians 14:40 (NIV) – "But everything should be done in a fitting and orderly way."

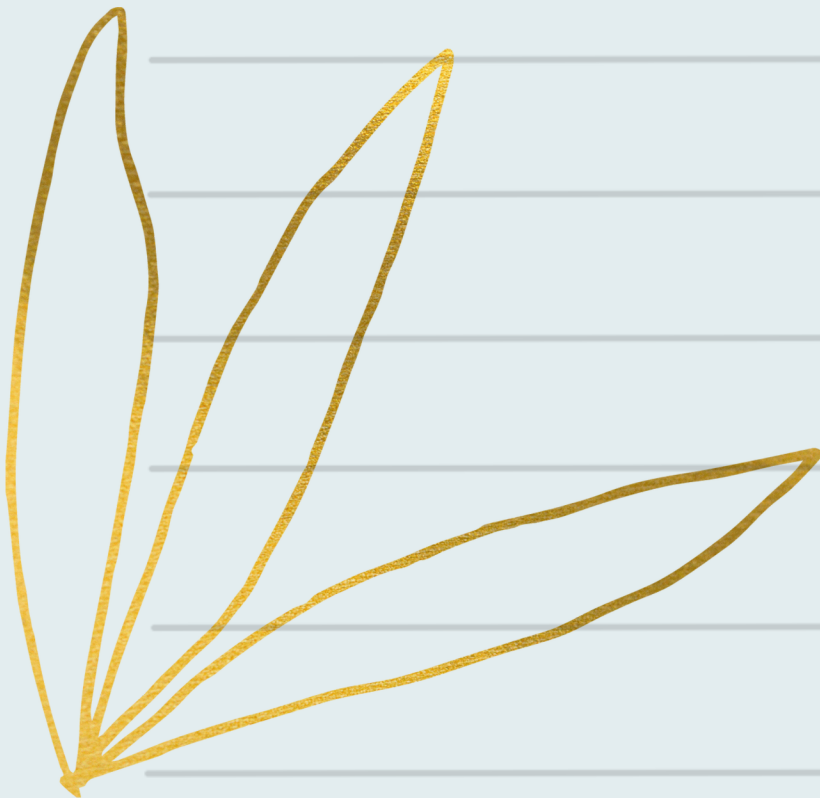
Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Describe how a clean environment impacts your productivity.



Day 6: Cleaning Up Your Email



Tip: Organize your inbox with folders and labels.

Bible Verse: Ephesians 5:15-16 (NIV) – "Be very careful, then, how you live—not as unwise but as wise, making the most of every opportunity, because the days are evil."

Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Reflect on how organizing your email affects your work.

A series of horizontal light gray lines for journaling. A large, stylized gold graphic resembling a fan or a cluster of leaves is positioned on the left side, overlapping the lines.

Day 7: Weekly Review



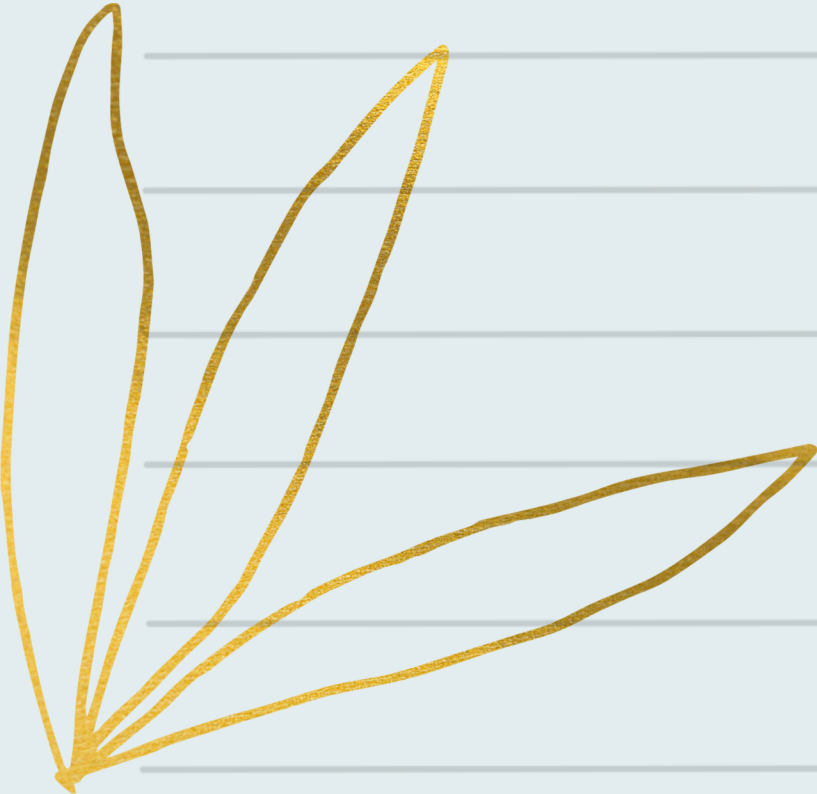
Tip: Reflect on your week and adjust goals for the next.

Bible Verse: Proverbs 16:9 (NIV) – "In their hearts humans plan their course, but the Lord establishes their steps."

Weekly Accomplishments: 1. 2. 3.

- 1. _____
- 2. _____
- 3. _____

Journaling/Reflection: Summarize your weekly progress and set new goals for the coming week.



Week 2: Deepening Focus

Day 8: Stop Multitasking



Tip: Focus on one task at a time for better productivity.

Bible Verse: James 1:8 (NIV) – "Such a person is double-minded and unstable in all they do."

Daily Goals: 1. 2. 3.

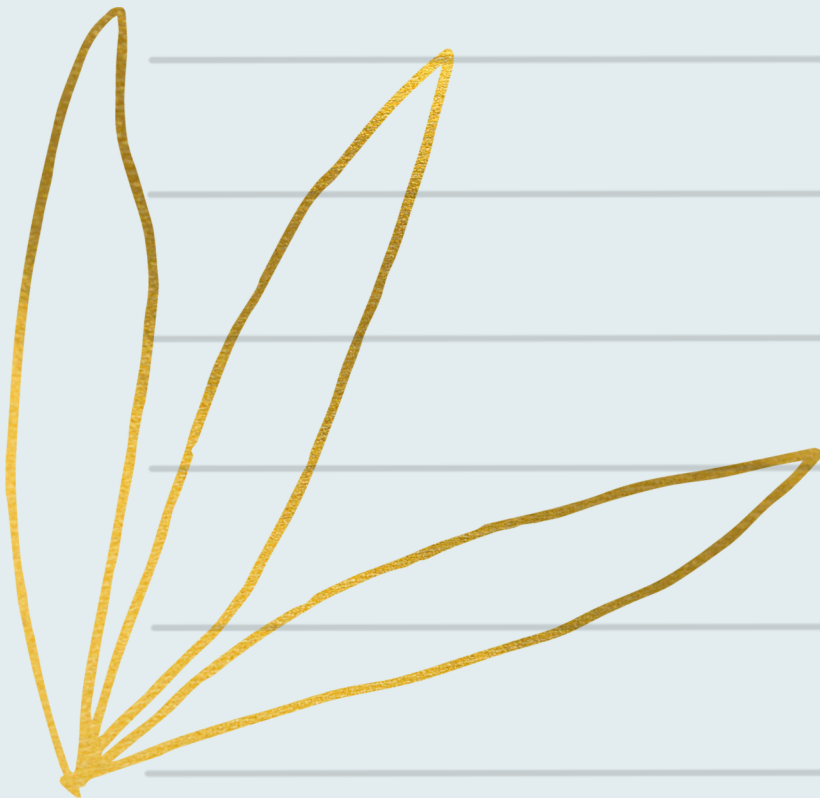
1. _____

2. _____

3. _____

Journaling/Reflection: Write about your experience with focusing on single tasks.

Journaling/Reflection area with horizontal lines for writing.



Day 9: Treat Failures as Learning Experiences



Tip: View mistakes as opportunities for growth.

Bible Verse: Proverbs 24:16 (NIV) – "For though the righteous fall seven times, they rise again."

Daily Goals: 1. 2. 3.

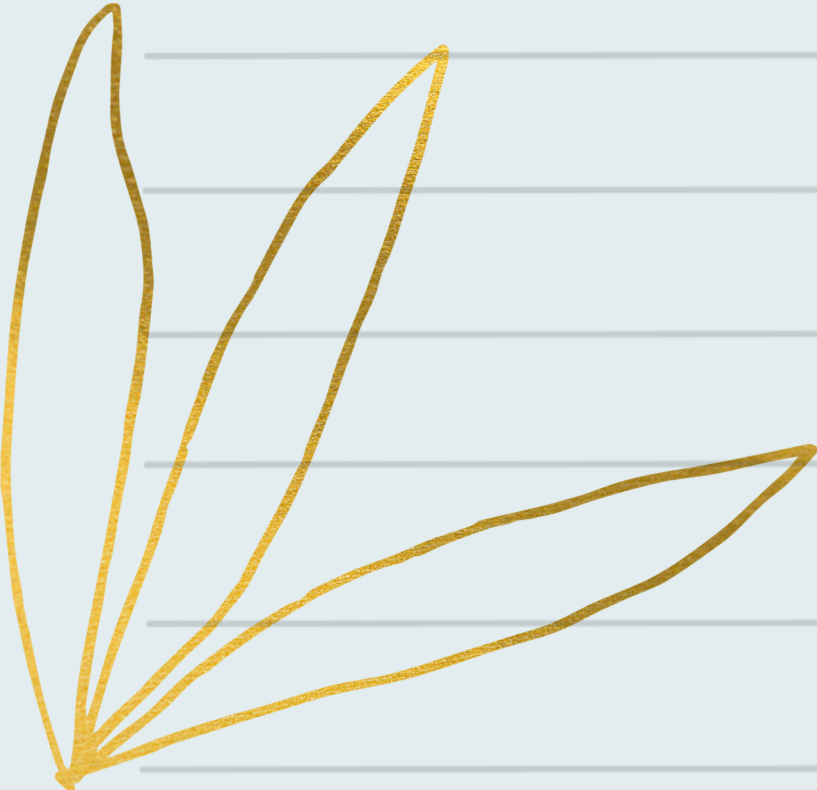
1. _____

2. _____

3. _____

Journaling/Reflection: Reflect on a recent mistake and what you learned from it.

Lined area for journaling/Reflection with horizontal lines.





Day 10: Have a Morning Routine

Tip: Start your day with activities that energize you.

Bible Verse: Psalm 5:3 (NIV) – "In the morning, Lord, you hear my voice; in the morning I lay my requests before you and wait expectantly."

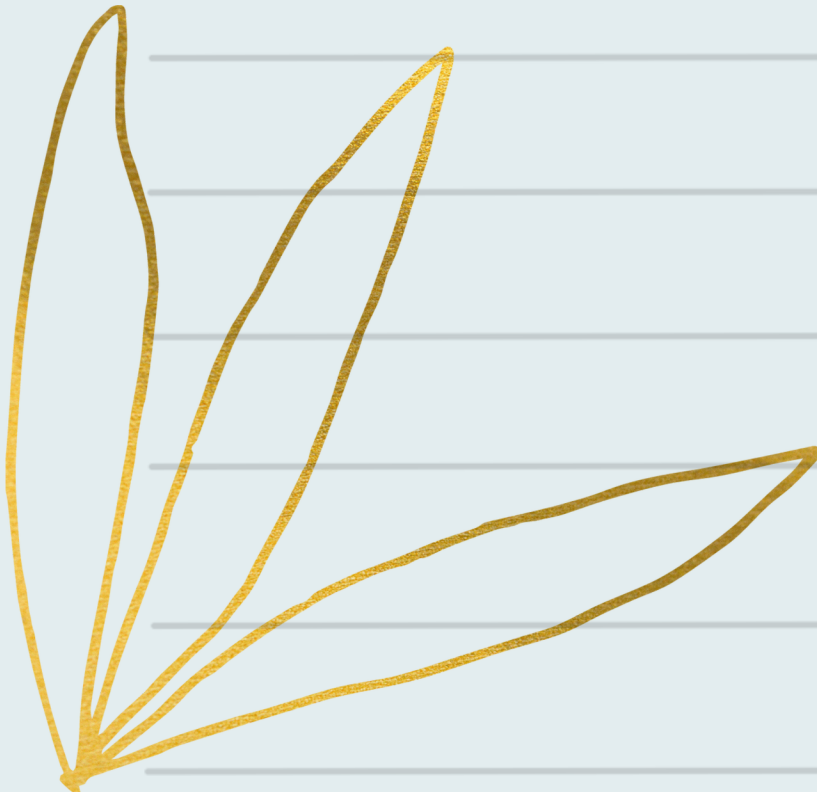
Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Describe your morning routine and its impact on your day.





Day 11: Apply the 80/20 Rule

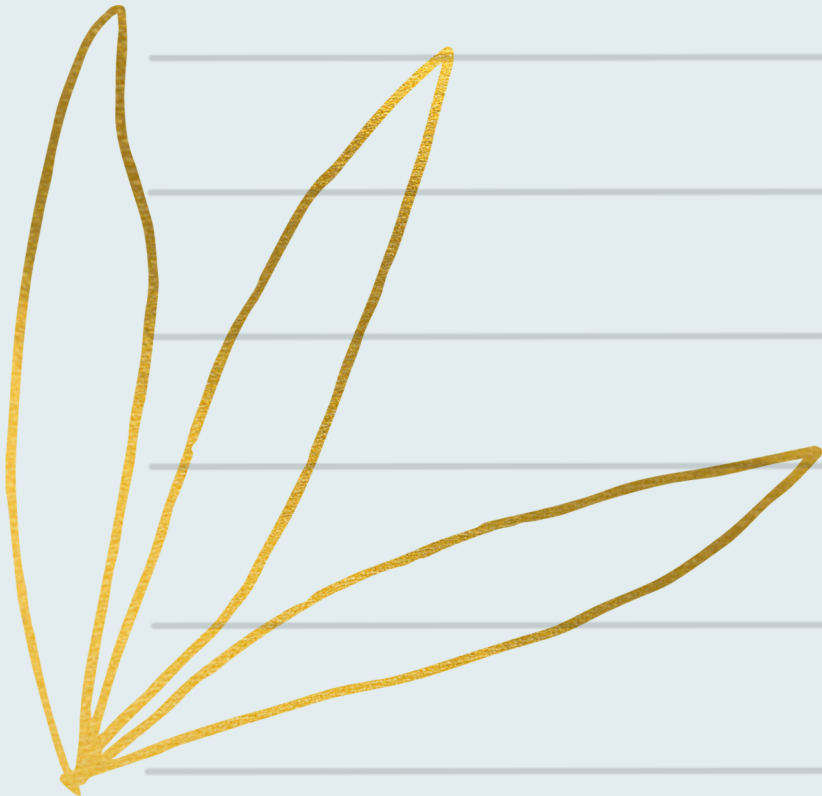
Tip: Focus on the tasks that yield the most results.

Bible Verse: Matthew 25:21 (NIV) – "His master replied, 'Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things.'"

Daily Goals: 1. 2. 3.

- 1. _____
- 2. _____
- 3. _____

Journaling/Reflection: Reflect on how prioritizing high-impact tasks changes your productivity.





Day 12: Embrace the Word 'No'

Tip: Protect your time by learning to say no.

Bible Verse: Matthew 5:37 (NIV) – "All you need to say is simply 'Yes' or 'No'; anything beyond this comes from the evil one."

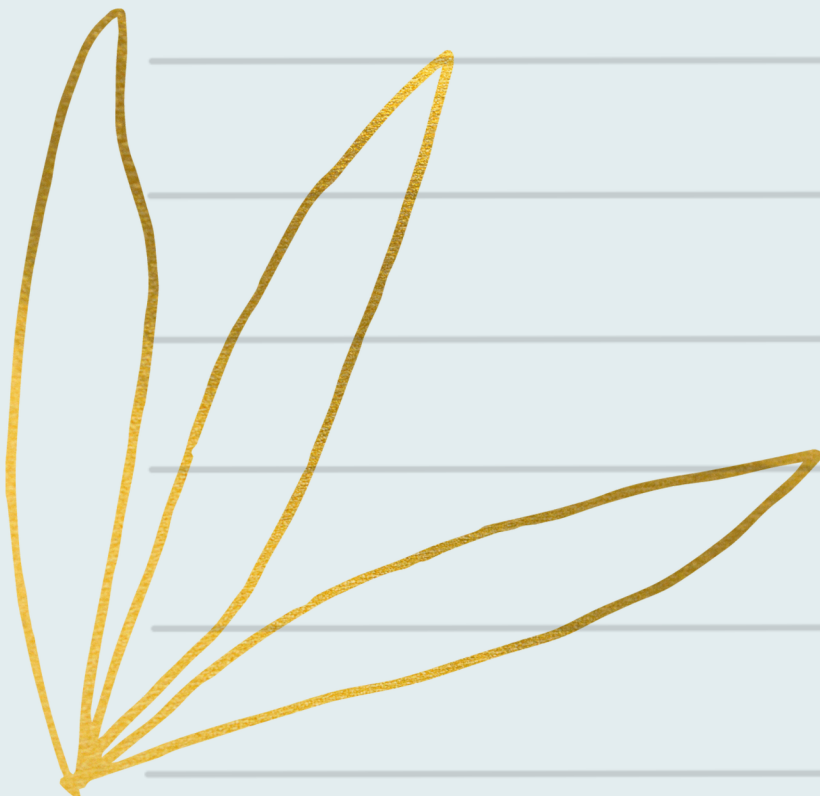
Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Reflect on your experience with setting boundaries.



Day 13: Schedule Breaks



Tip: Take regular breaks to recharge.

Bible Verse: Mark 6:31 (NIV) – "Then, because so many people were coming and going that they did not even have a chance to eat, he said to them, 'Come with me by yourselves to a quiet place and get some rest.'"

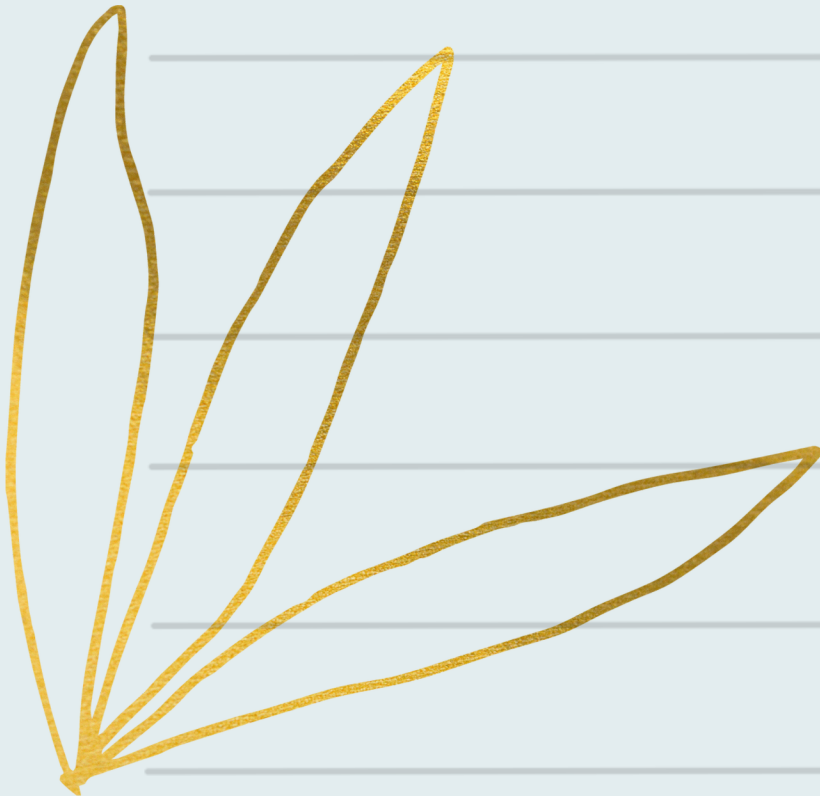
Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Describe how taking breaks affects your productivity and well-being.



Day 14: Weekly Review



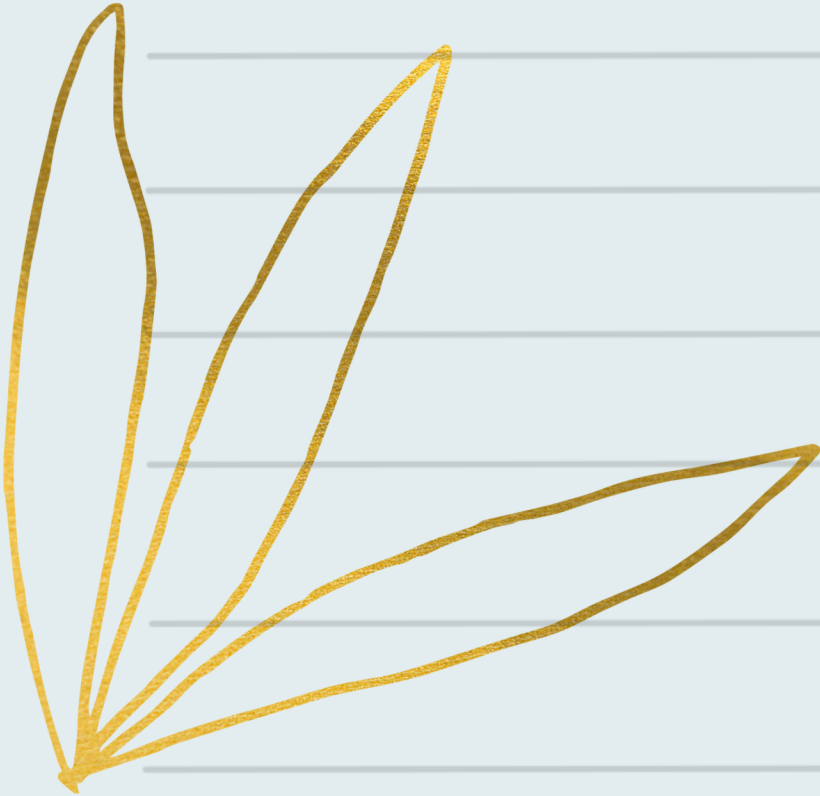
Tip: Reflect on your week and plan for the next.

Bible Verse: Proverbs 16:3 (NIV) – "Commit to the Lord whatever you do, and he will establish your plans."

Weekly Accomplishments: 1. 2. 3.

- 1. _____
- 2. _____
- 3. _____

Journaling/Reflection: Summarize your weekly progress and set new goals for the coming week.





Week 3: Overcoming Distractions

Day 15: Managing Emails

Tip: Set specific times to check and respond to emails.

Bible Verse: Colossians 3:23 (NIV) – "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters."

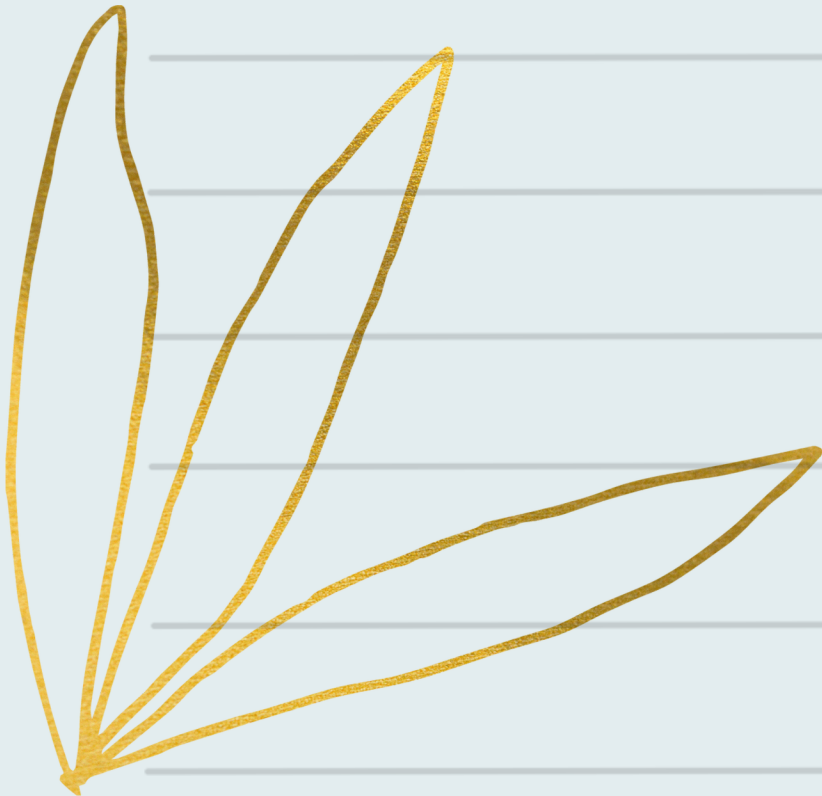
Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Reflect on how managing email times improves focus.





Day 16: Reducing Phone Notifications

Tip: Turn off unnecessary notifications to stay focused.

Bible Verse: Psalm 46:10 (NIV) – "He says, 'Be still, and know that I am God.'"

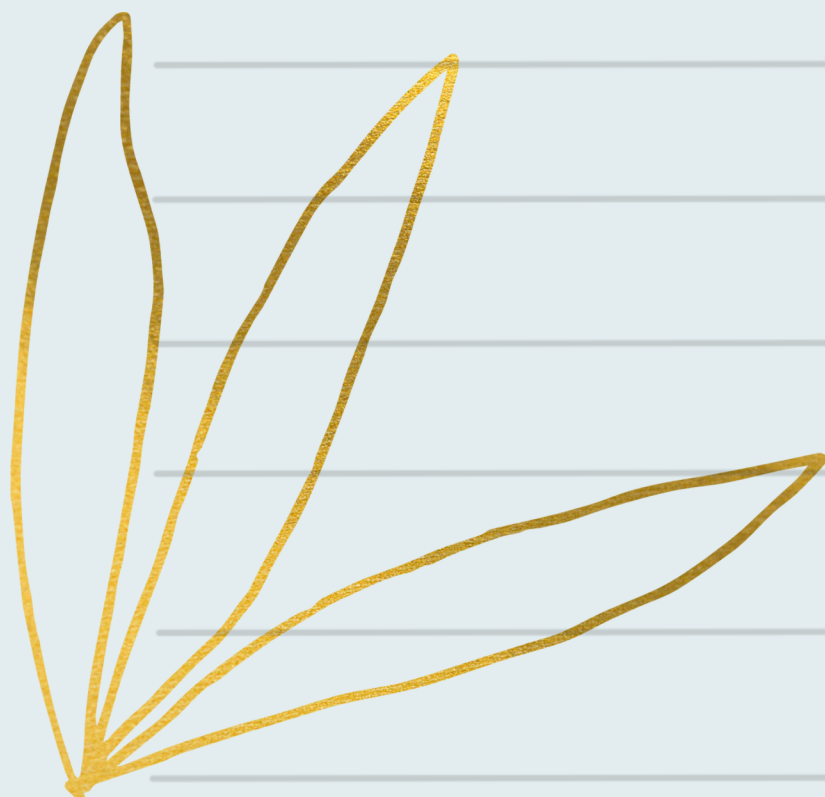
Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Describe how reducing phone notifications impacts your concentration.



Day 17: Avoiding Task-Switching



Tip: Focus on one task at a time for better results.

Bible Verse: Philippians 3:13-14 (NIV) – "Brothers and sisters, I do not consider myself yet to have taken hold of it. But one thing I do:

Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus."

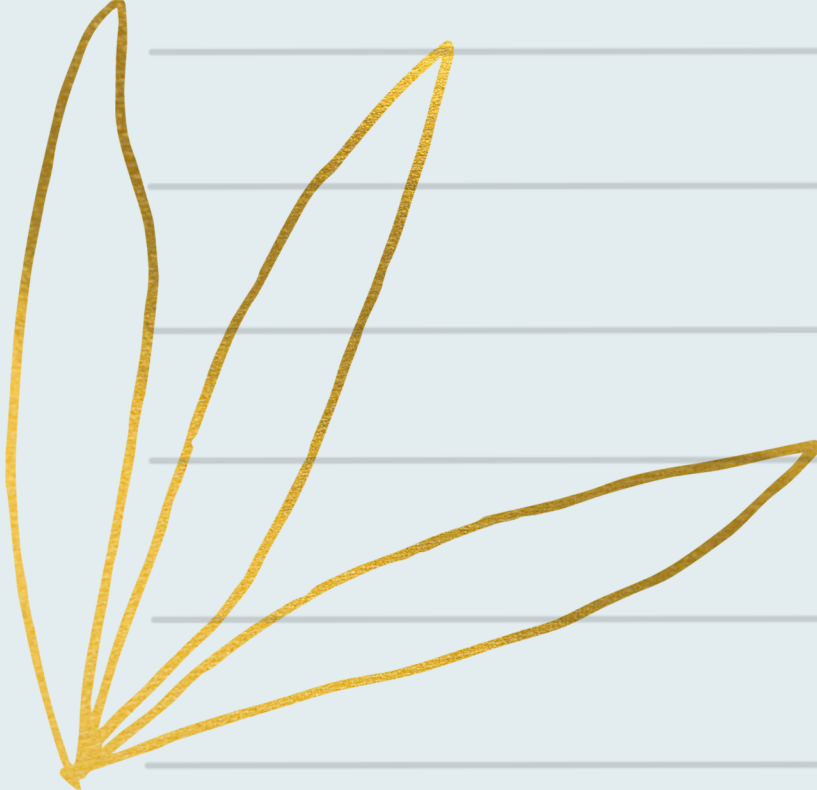
Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Reflect on your success in avoiding multitasking.



Day 18: Setting Boundaries with Friends and Family



Tip: Be polite but firm in setting boundaries to stay focused.

Bible Verse: Matthew 12:48-50 (NIV) – "He replied to him, 'Who is my mother, and who are my brothers?' Pointing to his disciples, he said, 'Here are my mother and my brothers. For whoever does the will of my Father in heaven is my brother and sister and mother.'"

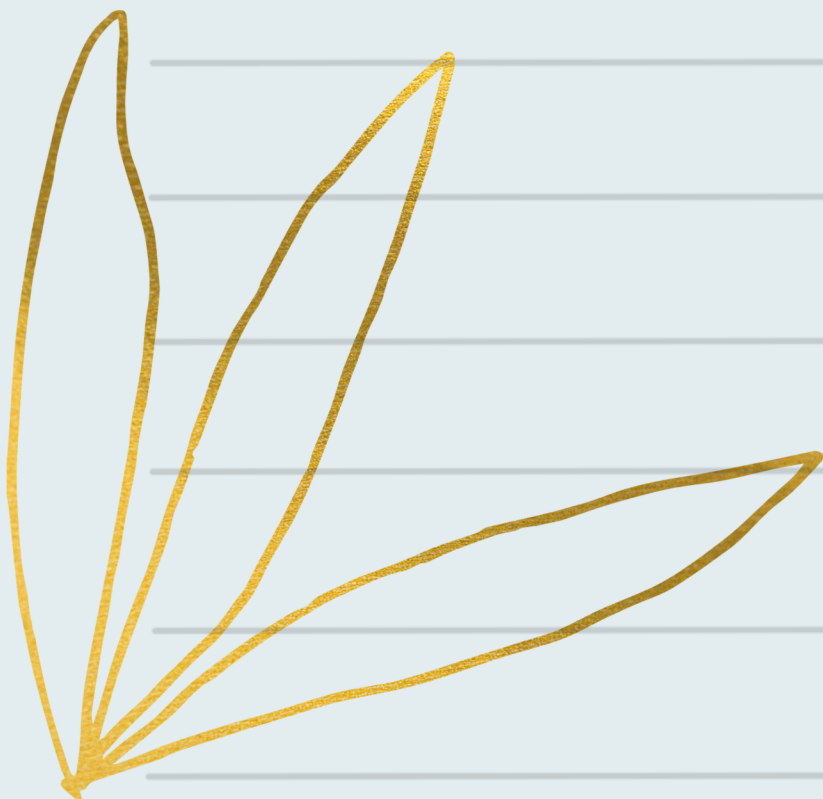
Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Reflect on the effectiveness of setting boundaries with loved ones.



Day 19: Separating Personal Duties from Work



Tip: Allocate specific times for personal tasks to stay focused on work.

Bible Verse: Ecclesiastes 3:1 (NIV) – "There is a time for everything, and a season for every activity under the heavens."

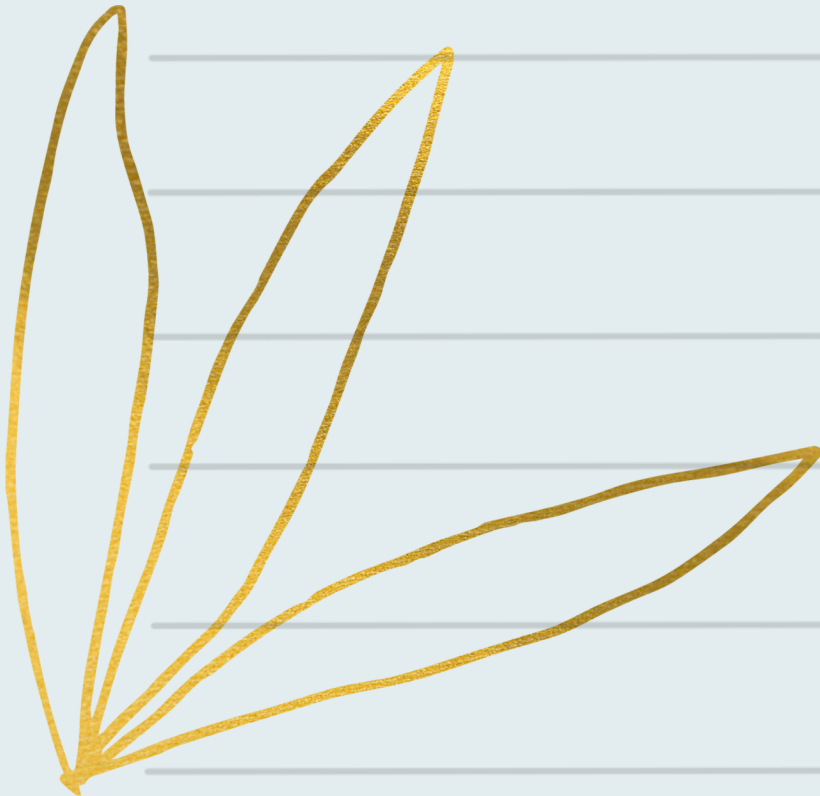
Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Describe how separating personal duties from work affects your productivity.



Day 20: Using Time-Blocking

Tip: Schedule blocks of time for specific tasks.

Bible Verse: Psalm 90:12 (NIV) – "Teach us to number our days, that we may gain a heart of wisdom."



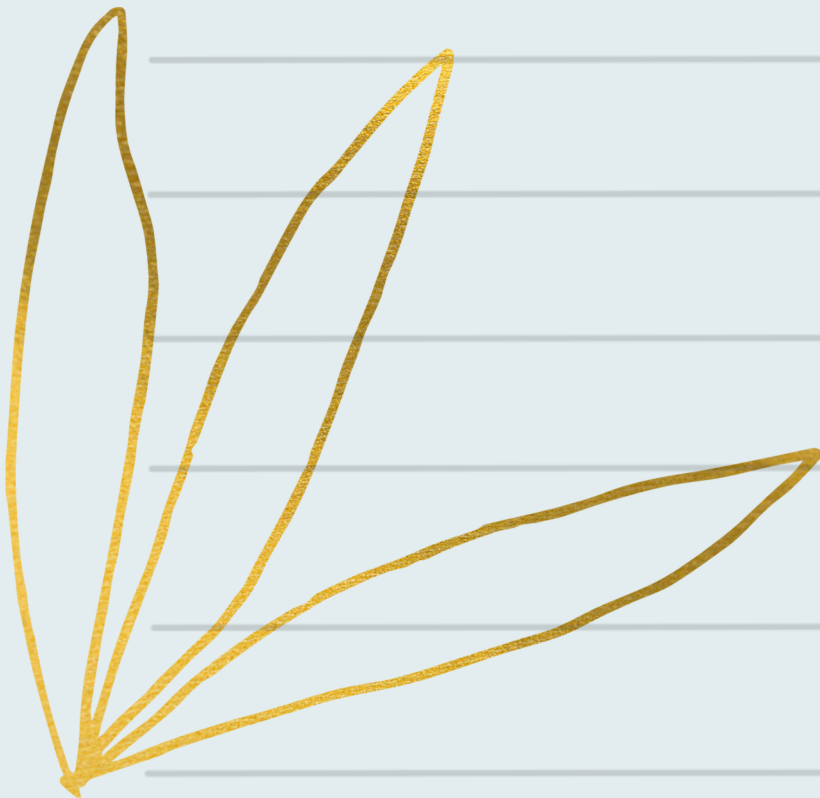
Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Reflect on how time-blocking enhances your focus and productivity.



Day 21: Weekly Review



Tip: Reflect on your week and plan for the next.

Bible Verse: Proverbs 16:3 (NIV) – "Commit to the Lord whatever you do, and he will establish your plans."

Weekly Accomplishments: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Summarize your weekly progress and set new goals for the coming week.



Week 4: Enhancing Efficiency

Day 22: Leveraging Tools and Apps



Tip: Use productivity apps to streamline your tasks.

Bible Verse: Proverbs 27:17 (NIV) – "As iron sharpens iron, so one person sharpens another."

Daily Goals: 1. 2. 3.

1. _____
2. _____
3. _____

Journaling/Reflection: Reflect on the effectiveness of the tools and apps you used.



Day 23: Delegating Tasks



Tip: Delegate tasks to free up your time for more important work.

Bible Verse: Exodus 18:18-19 (NIV) – "You and these people who come to you will only wear yourselves out. The work is too heavy for you; you cannot handle it alone. Listen now to me and I will give you some advice, and may God be with you."

Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Describe your experience with delegating tasks and its impact on your productivity.



Day 24: Automating Repetitive Tasks



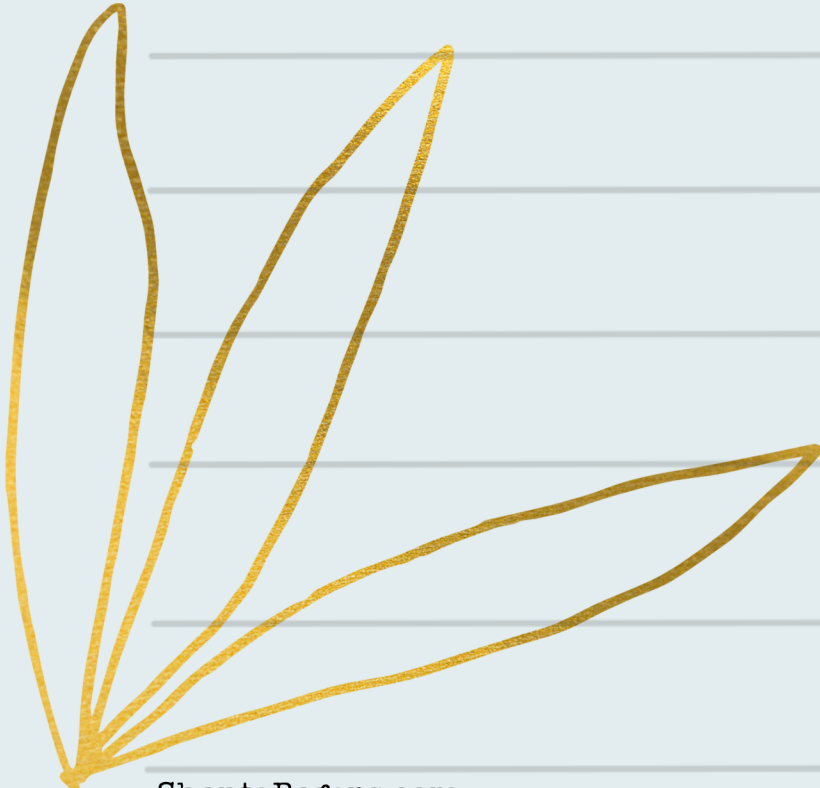
Tip: Use automation to handle repetitive tasks.

Bible Verse: Ecclesiastes 10:10 (NIV) – "If the ax is dull and its edge unsharpened, more strength is needed, but skill will bring success."

Daily Goals: 1. 2. 3.

- 1. _____
- 2. _____
- 3. _____

Journaling/Reflection: Reflect on how automation has improved your efficiency.



Day 25: Improving Communication

Tip: Enhance communication skills for better collaboration.

Bible Verse: Proverbs 15:23 (NIV) – "A person finds joy in giving an apt reply—and how good is a timely word!"



Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Reflect on your communication improvements and their effects on your work relationships.



Day 26: Prioritizing Health and Wellness



Tip: Integrate healthy habits into your routine for better productivity.
Bible Verse: 1 Corinthians 6:19-20 (NIV) – "Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies."

Daily Goals: 1. 2. 3.

- 1. _____
- 2. _____
- 3. _____

Journaling/Reflection: Describe how prioritizing your health has affected your productivity.



Day 27: Seeking Feedback



Tip: Ask for feedback to improve your work.

Bible Verse: Proverbs 19:20 (NIV) – "Listen to advice and accept discipline, and at the end you will be counted among the wise."

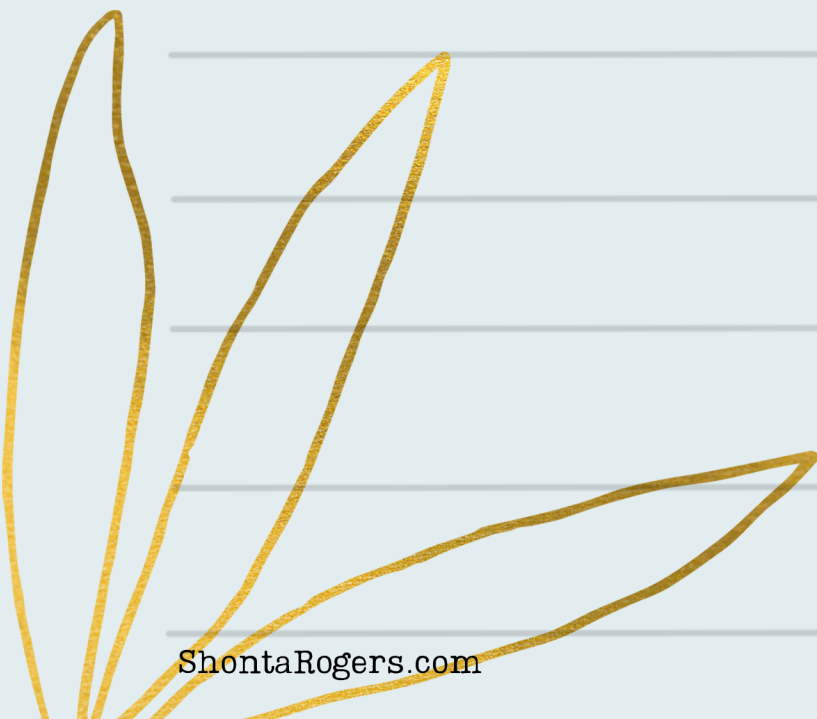
Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Reflect on the feedback you received and how it helped you improve.



Day 28: Weekly Review



Tip: Reflect on your week and plan for the next.

Bible Verse: Proverbs 16:3 (NIV) – "Commit to the Lord whatever you do, and he will establish your plans."

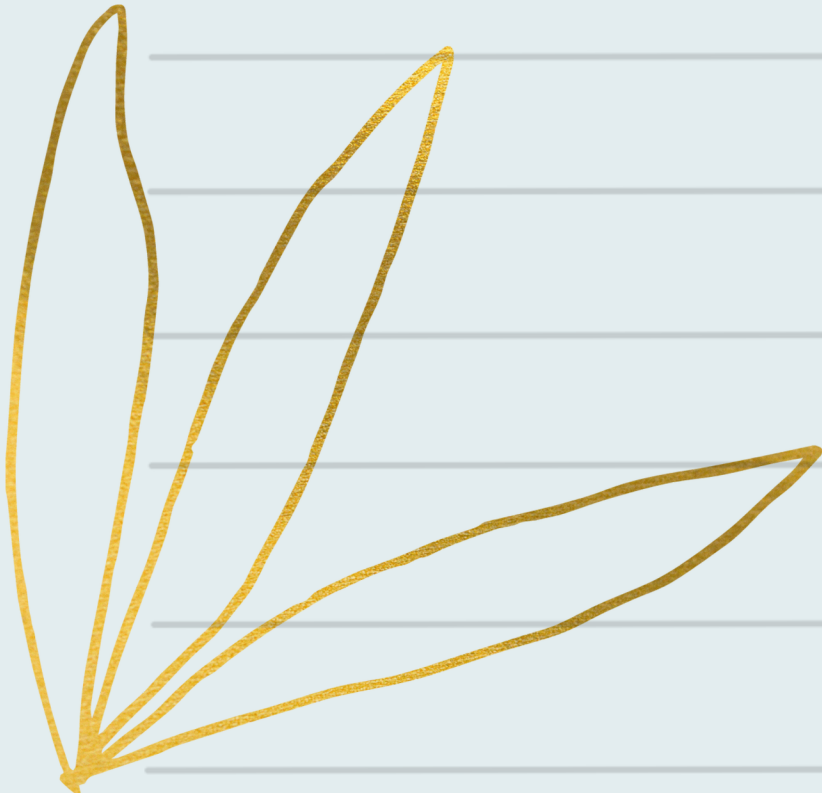
Weekly Accomplishments: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Summarize your weekly progress and set new goals for the coming week.





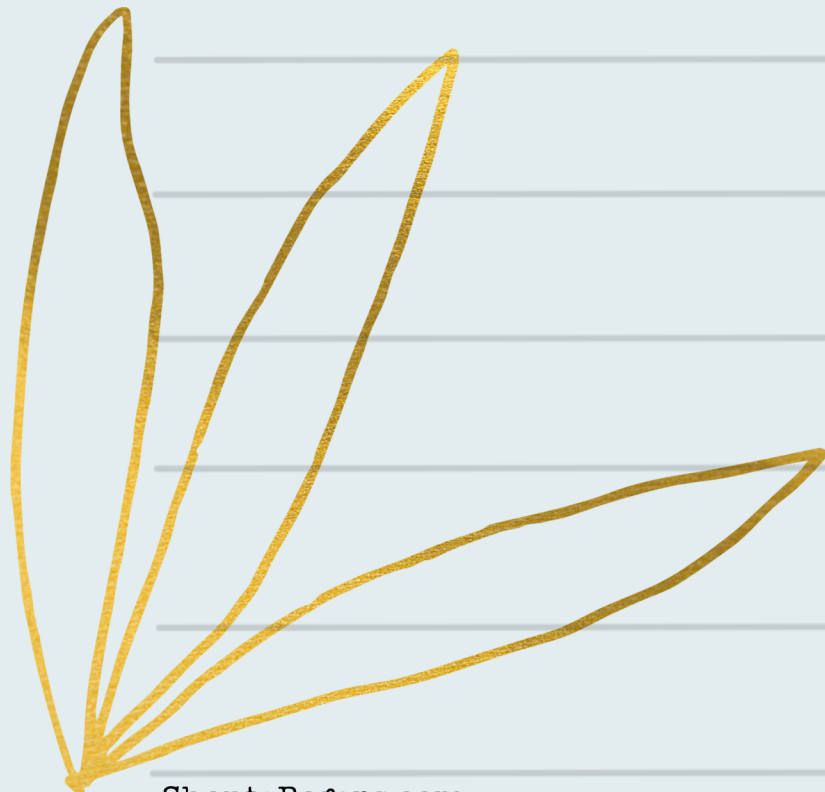
Tip: Dedicate time to learn new skills and knowledge.

Bible Verse: Proverbs 1:5 (NIV) – "Let the wise listen and add to their learning, and let the discerning get guidance."

Daily Goals: 1. 2. 3.

- 1. _____
- 2. _____
- 3. _____

Journaling/Reflection: Reflect on what new skills or knowledge you acquired today.



Day 30: Staying Motivated

Tip: Keep your motivation high by celebrating small wins.

Bible Verse: 1 Thessalonians 5:11 (NIV) – "Therefore encourage one another and build each other up, just as in fact you are doing."



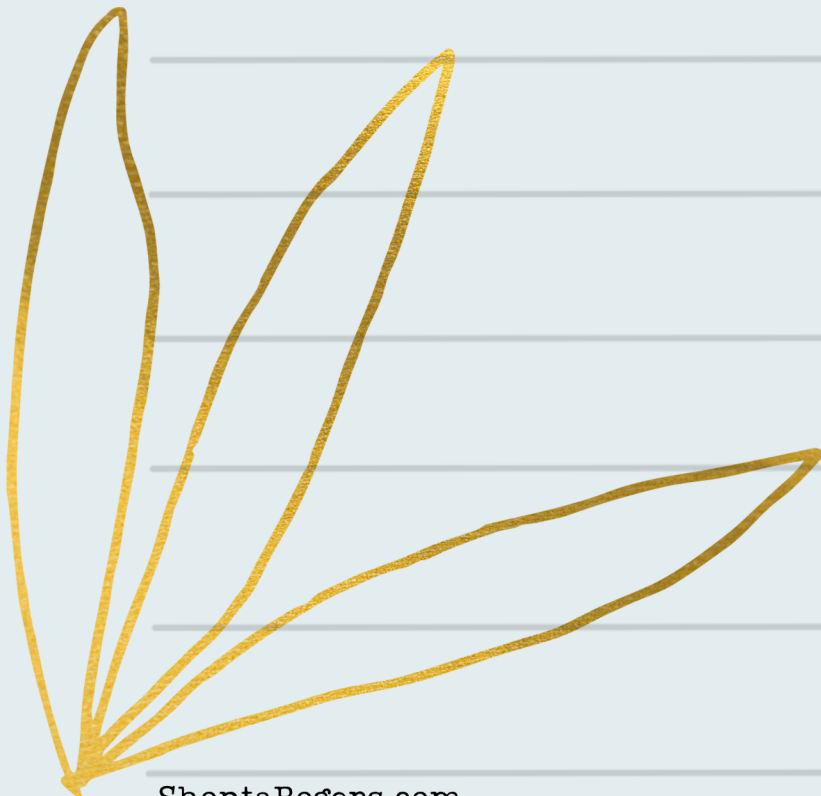
Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Reflect on your achievements and how celebrating them keeps you motivated.



Day 31: Reflecting on the Journey



Tip: Take time to reflect on the entire month's progress.

Bible Verse: Psalm 90:12 (NIV) – "Teach us to number our days, that we may gain a heart of wisdom."

Daily Goals: 1. 2. 3.

1. _____

2. _____

3. _____

Journaling/Reflection: Write a summary of your journey over the past month, noting your accomplishments, challenges, and personal growth.





Final Thoughts:

Congratulations on completing this 31-day journey to divine productivity! May your newly established habits and routines continue to guide you in achieving your goals and fulfilling your purpose. Remember, the journey of productivity and personal growth is ongoing. Keep striving, keep believing, and keep growing in your faith and in your work. As Philippians 4:13 (NIV) reminds us, "I can do all this through him who gives me strength."





As a seasoned business and marketing expert, I am passionate about empowering women to achieve their business goals with creativity, empathy, and biblical wisdom.

My mission is to provide women in business with the tools, strategies, and support they need to succeed and thrive.

What I Can Do for You: Strategic Business Coaching: I offer personalized coaching sessions to help you navigate the complexities of the business world. Together, we'll develop strategies tailored to your unique strengths and goals, ensuring you stay on the path to success.

Marketing Mastery: With my expertise in marketing, I can help you create effective campaigns that resonate with your target audience. From social media strategies to content creation, I'll guide you in building a strong and engaging brand.

Biblical Wisdom Integration: By incorporating timeless principles from scripture, I provide a faith-driven approach to business. This not only grounds your work in strong ethical foundations but also offers guidance and inspiration for overcoming challenges.

Creative Problem-Solving: I believe in the power of imagination and creativity. I'll help you think outside the box to find innovative solutions and opportunities for growth, turning obstacles into stepping stones.

Building Meaningful Connections: As a natural connector, I excel at fostering networks and communities. I'll support you in building meaningful relationships that can lead to collaborations, partnerships, and new opportunities.

Empowering Workshops and Speaking Engagements: I conduct engaging workshops and motivational talks designed to inspire and equip women with the knowledge and confidence to excel in their business endeavors. (We also offer paint party learning sessions.)

My approach is warm, engaging, and conversational, making complex concepts easy to understand and apply. I create a positive and empowering environment where you can thrive, offering encouragement and guidance every step of the way. With a blend of confidence, humor, and light-heartedness, I make learning enjoyable and memorable.

Join me on this journey to unlock your full potential and achieve the business success you deserve. Together, we can transform your vision into reality and create a thriving, successful business. Empowering women in business through creativity, empathy, and biblical wisdom. ✨

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Bringing fresh ideas and meaningful connections to help you achieve success.
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ShontaRogers.com