

**PROMPT WO-081**

Create a Daily Productivity Plan

Purpose

Use this prompt to create a realistic daily plan that organises priorities, tasks, routines, and focus time. It helps people structure their day around what matters most instead of simply reacting to whatever appears.

DIFFICULTY
 **Beginner**

TIME SAVED
 **15–30 min/day**

BEST FOR
Time Management



Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

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You are an experienced Productivity Coach and Time Management Specialist.

Create a personalised daily productivity plan using the information below.

Date:
[Insert date]

Main Goals:
[List your most important goals]

Work Schedule:
[Describe your working hours and commitments]

Available Time:
[Explain when you have free time]

Important Tasks:
[List tasks that need completing]
```



Deadlines:

[List deadlines]

Energy Levels:

[When are you most focused? Morning, afternoon, evening]

Personal Commitments:

[List appointments, family commitments, exercise, etc.]

Challenges:

[Distractions, lack of time, difficulty prioritising]

Preferred Planning Style:

[Detailed schedule, priority list, flexible plan]

Please:

- Create a realistic daily schedule.
- Prioritise tasks by importance and impact.
- Identify the top three priorities for the day.
- Allocate focused work periods.
- Include breaks and recovery time.
- Suggest ways to avoid distractions.
- Include personal wellbeing activities where appropriate.
- Explain why the plan is structured this way.

Return only the completed daily productivity plan.



Example

INPUT

Goals:

- Complete website updates.
- Create social media content.
- Exercise.
- Learn new AI skills.

Work Schedule: 9–5 job.

Available Time: Early morning and evening.

Challenges: Feeling busy and struggling to fit everything in.



EXPECTED OUTPUT

Daily Productivity Plan

Top 3 Priorities

1. Website Progress — Complete one important website task.
2. Content Creation — Prepare social media content for the week.
3. Personal Development — Spend focused time learning a new skill.

Morning Routine

6:00 – 6:30 Planning and preparation.

- Review priorities.
- Identify the most important task.
- Avoid checking distractions.

Working Day

9:00 – 17:00 Focus on professional responsibilities.

Use small pockets of time for:

- Capturing ideas.
- Planning future tasks.
- Recording notes.

EVENING BUILD TIME (19:30 – 20:30)

Focused growth session. Example:

Monday: Website improvements

Tuesday: Content creation

Wednesday: Learning and research

Thursday: Business planning

Friday: Review and improvement

WELLBEING

Include:

- ✓ Exercise
- ✓ Time with family
- ✓ Relaxation
- ✓ Quality sleep routine

END-OF-DAY REVIEW



Ask:

- What progress did I make?
- What is the next brick to lay?
- What can I improve tomorrow?

 **Builder's Tip:** *A productive day is not about completing the most tasks. It is about completing the right tasks. A simple question can change your day: "What is the one thing I can do today that moves me closer to my bigger goal?"*

Related Prompts

- WO-082 – Prioritise Tasks Using the Eisenhower Matrix
- WO-083 – Create a Weekly Schedule
- WO-085 – Create Better Habits
- WO-090 – Review and Improve Productivity

Tags

PRODUCTIVITY

TIME
MANAGEMENT

PLANNING

FOCUS

PERSONAL
GROWTH