VectorPlan

February 2026

Monthly Planner

Your Personal Productivity Operating System

Based on the 7 Ps of Productivity Framework

The 7 Ps of Productivity:
Purpose • Prioritization • Planning
Process • Pace • Precision • People

The 7 Ps of Productivity

Your Framework for High-Performance Planning

VectorPlan is built on the 7 Ps of Productivity framework—a comprehensive system that transforms how you approach your work and life. Each "P" represents a critical dimension of effective productivity. Master these seven elements, and you'll create sustainable high performance.

1. PURPOSE — Direction & Meaning

Your 'why'—the deeper reason behind your actions. Purpose provides direction and ensures your efforts align with what truly matters. Ask: Why does this work matter? What impact am I creating?

2. PRIORITIZATION — What Matters Most

The discipline of choosing what's important over what's merely urgent. Use tools like the Eisenhower Matrix to focus on high-impact activities. Ask: Is this the best use of my time right now?

3. PLANNING — Strategic Execution

Converting priorities into actionable time blocks and concrete tasks. Planning bridges the gap between intention and execution. Ask: When exactly will I do this? What's my plan?

4. PROCESS — Systems & Repeatable Methods

Documented workflows and systems that eliminate decision fatigue. Strong processes create consistency and free mental energy for creative work. Ask: What's my system for this?

5. PACE — Energy & Rhythm Management

Understanding and leveraging your natural energy cycles. Sustainable productivity requires managing both speed and recovery. Ask: When am I at my best? Am I maintaining a sustainable rhythm?

6. PRECISION — Quality & Standards

Knowing when 'good enough' is perfect and when excellence is required. Precision prevents both perfectionism and sloppy work. Ask: What level of quality does this actually require?

7. PEOPLE — Relationships & Collaboration

Recognizing that productivity happens through and with others. Strong relationships multiply your impact. Ask: Who needs to be involved? How am I investing in key relationships?

How to Use This Planner:
1. Start with your Monthly Dashboard to set big-picture goals and themes
2. Use Weekly Planners to break down monthly goals into weekly priorities
3. Fill out Daily Planners each morning or the night before
4. Review the 7 Ps Quick Guide when you feel stuck or unclear
5. Complete your End-of-Week Reviews to learn and improve continuously

<i>The 7 Ps work together as an integrated system. You don't need to be perfect at all seven—
focus on your weakest P and watch your entire productivity system improve.</i>

February 2026 Dashboard

Month-at-a-Glance Planning & Goal Setting

Monthly Vision & Theme

What is your overarching focus for February? What theme or intention guides this month?

Top Monthly Goals

What are your 3-5 most important goals to achieve this month?

■ 1.	
■ 2.	
■ 3.	
■ 4.	
■ 5.	

Important Dates & Deadlines

Birthdays, meetings, travel, project deadlines, appointments

Date	Event/Deadline	Notes

Monthly Habit Tracker

Track up to 5 daily habits throughout February. Mark with ✓ or X each day.

Habit	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

Key Focus Areas This Month

Professional/Career	Personal/Relationships	Health/Wellness

Use this dashboard to guide your monthly planning and track your progress throughout February.

February 2026 Calendar

Write in appointments, deadlines, and daily notes

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Use this calendar for quick reference, appointments, and daily notes.

VectorPlan Weekly Planner

Week 1: Feb 1 - Feb 7, 2026

1. PURPOSE: Weekly Intention

What is my primary purpose this week?

2. PRIORITIZATION: Top 3 Weekly Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING: Daily Breakdown

Sunday Feb 1				
Monday Feb 2				
Tuesday Feb 3				
Wednesday Feb 4				
Thursday Feb 5				
Friday Feb 6				
Saturday Feb 7				

4. PROCESS: Key Systems

5. PACE: Energy Management

6. PEOPLE: Key Relationships

7. PRECISION: End-of-Week Review

What went well?	What can improve?	Key insights?

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Sunday, February 1, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
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Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

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VectorPlan Daily Planner

Monday, February 2, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
9 AM		
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Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Tuesday, February 3, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
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Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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5. PROCESS: Systems

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7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Wednesday, February 4, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
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Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Thursday, February 5, 2026

1. PURPOSE: Daily Intention

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2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
9 AM		
10 AM		
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Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

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VectorPlan Daily Planner

Friday, February 6, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
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Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

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VectorPlan Daily Planner

Saturday, February 7, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
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Task Backlog	Quick Wins	Defer/Delegate

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5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

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VectorPlan Weekly Planner

Week 2: Feb 8 - Feb 14, 2026

1. PURPOSE: Weekly Intention

What is my primary purpose this week?

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2. PRIORITIZATION: Top 3 Weekly Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING: Daily Breakdown

Sunday Feb 8				
Monday Feb 9				
Tuesday Feb 10				
Wednesday Feb 11				
Thursday Feb 12				
Friday Feb 13				
Saturday Feb 14				

4. PROCESS: Key Systems

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5. PACE: Energy Management

| |
| |

6. PEOPLE: Key Relationships

7. PRECISION: End-of-Week Review

What went well?	What can improve?	Key insights?

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Sunday, February 8, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
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Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

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VectorPlan Daily Planner

Monday, February 9, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
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Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

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VectorPlan Daily Planner

Tuesday, February 10, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

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3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
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Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

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VectorPlan Daily Planner

Wednesday, February 11, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
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Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Thursday, February 12, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
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8 AM		
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Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Friday, February 13, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
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Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Saturday, February 14, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
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Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Weekly Planner

Week 3: Feb 15 - Feb 21, 2026

1. PURPOSE: Weekly Intention

What is my primary purpose this week?

2. PRIORITIZATION: Top 3 Weekly Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING: Daily Breakdown

Sunday Feb 15				
Monday Feb 16				
Tuesday Feb 17				
Wednesday Feb 18				
Thursday Feb 19				
Friday Feb 20				
Saturday Feb 21				

4. PROCESS: Key Systems

5. PACE: Energy Management

6. PEOPLE: Key Relationships

7. PRECISION: End-of-Week Review

What went well?	What can improve?	Key insights?

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VectorPlan Daily Planner

Sunday, February 15, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
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9 PM		

Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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■	■	■
■	■	■

5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Monday, February 16, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
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9 PM		

Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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▪	▪	▪
▪	▪	▪

5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Tuesday, February 17, 2026

1. PURPOSE: Daily Intention

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2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
9 AM		
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9 PM		

Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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▪	▪	▪
▪	▪	▪

5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Wednesday, February 18, 2026

1. PURPOSE: Daily Intention

| |
| |
| |

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
9 AM		
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6 PM		
7 PM		
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9 PM		

Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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▪	▪	▪
▪	▪	▪

5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Thursday, February 19, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
9 AM		
10 AM		
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12 PM		
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3 PM		
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7 PM		
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9 PM		

Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

■	■	■
■	■	■
■	■	■

5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Friday, February 20, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
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Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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■	■	■

5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Saturday, February 21, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
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Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

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■	■	■
■	■	■

5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Weekly Planner

Week 4: Feb 22 - Feb 28, 2026

1. PURPOSE: Weekly Intention

What is my primary purpose this week?

2. PRIORITIZATION: Top 3 Weekly Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING: Daily Breakdown

Sunday Feb 22				
Monday Feb 23				
Tuesday Feb 24				
Wednesday Feb 25				
Thursday Feb 26				
Friday Feb 27				
Saturday Feb 28				

4. PROCESS: Key Systems

5. PACE: Energy Management

6. PEOPLE: Key Relationships

7. PRECISION: End-of-Week Review

What went well?	What can improve?	Key insights?

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Sunday, February 22, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
9 AM		
10 AM		
11 AM		
12 PM		
1 PM		
2 PM		
3 PM		
4 PM		
5 PM		
6 PM		
7 PM		
8 PM		
9 PM		

Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

■	■	■
■	■	■
■	■	■

5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Monday, February 23, 2026

1. PURPOSE: Daily Intention

| |
| |

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
9 AM		
10 AM		
11 AM		
12 PM		
1 PM		
2 PM		
3 PM		
4 PM		
5 PM		
6 PM		
7 PM		
8 PM		
9 PM		

Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

■	■	■
■	■	■
■	■	■

5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Tuesday, February 24, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
9 AM		
10 AM		
11 AM		
12 PM		
1 PM		
2 PM		
3 PM		
4 PM		
5 PM		
6 PM		
7 PM		
8 PM		
9 PM		

Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

■	■	■
■	■	■
■	■	■

5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Wednesday, February 25, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
9 AM		
10 AM		
11 AM		
12 PM		
1 PM		
2 PM		
3 PM		
4 PM		
5 PM		
6 PM		
7 PM		
8 PM		
9 PM		

Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

■	■	■
■	■	■
■	■	■

5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Thursday, February 26, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
9 AM		
10 AM		
11 AM		
12 PM		
1 PM		
2 PM		
3 PM		
4 PM		
5 PM		
6 PM		
7 PM		
8 PM		
9 PM		

Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

■	■	■
■	■	■
■	■	■

5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

Part of the VectorPlan System | 7 Ps of Productivity

VectorPlan Daily Planner

Friday, February 27, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
9 AM		
10 AM		
11 AM		
12 PM		
1 PM		
2 PM		
3 PM		
4 PM		
5 PM		
6 PM		
7 PM		
8 PM		
9 PM		

Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

■	■	■
■	■	■
■	■	■

5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

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VectorPlan Daily Planner

Saturday, February 28, 2026

1. PURPOSE: Daily Intention

2. PRIORITIZATION: Top 3 Priorities

■ 1.	
■ 2.	
■ 3.	

3. PLANNING & 4. PACE: Time Blocks & Energy

Time	Activity / Task	Energy
6 AM		
7 AM		
8 AM		
9 AM		
10 AM		
11 AM		
12 PM		
1 PM		
2 PM		
3 PM		
4 PM		
5 PM		
6 PM		
7 PM		
8 PM		
9 PM		

Energy Key: H = High/Peak | M = Medium/Steady | L = Low/Recovery

Quick Capture

Task Backlog	Quick Wins	Defer/Delegate

■	■	■
■	■	■
■	■	■

5. PROCESS: Systems

6. PRECISION: Quality Standards

7. PEOPLE: Key Interactions

End of Day Review

What went well?	What can improve?	Key insights?

Tomorrow's #1 Priority: _____

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