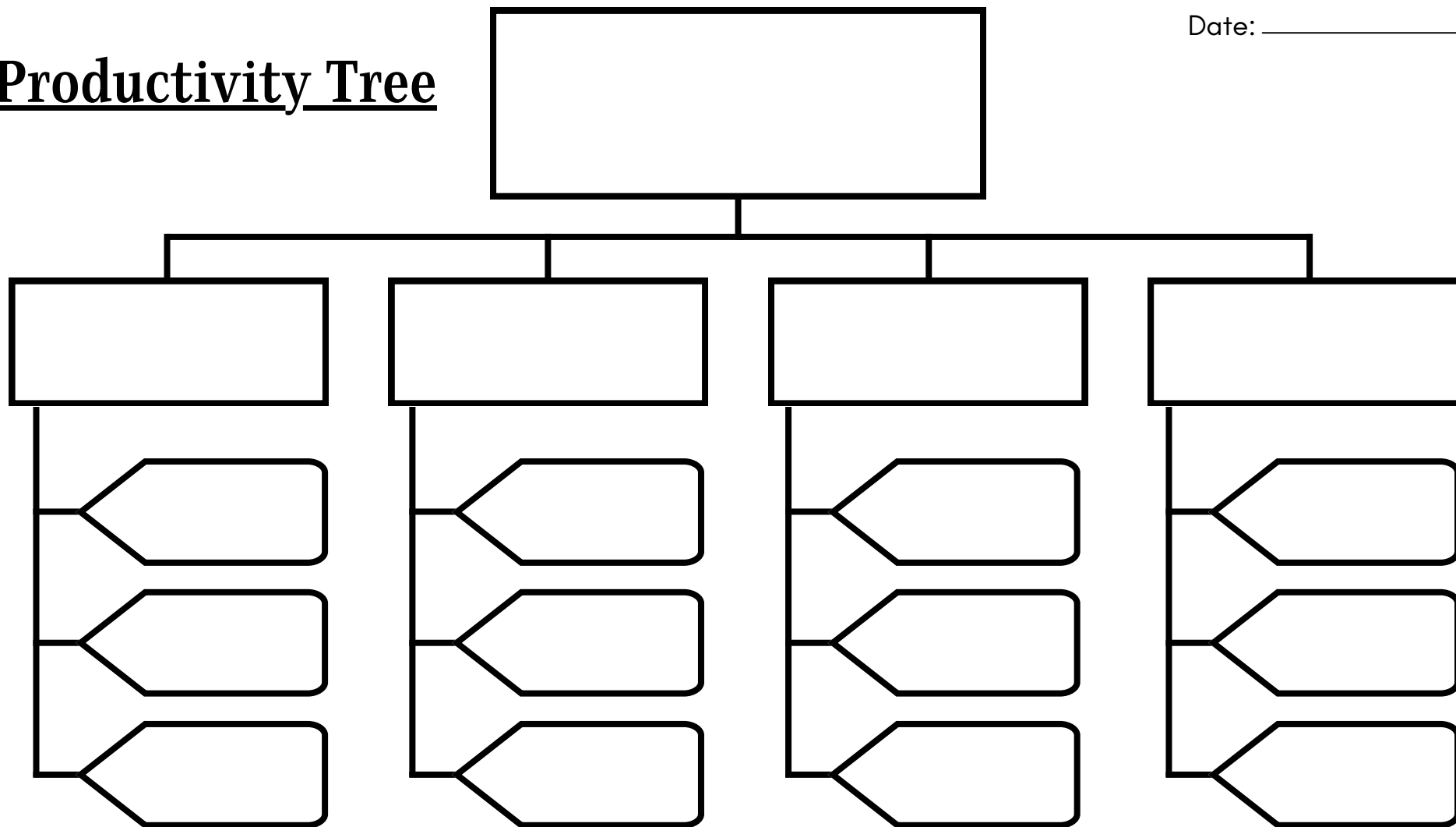


Productivity Tree

Date: _____



Use this task tree to break down any project, idea, or task into smaller, manageable steps. Start by writing your main goal or project in the top box. Then, identify 3–4 key parts or categories of the project and write them in the boxes below. Under each category, list the individual tasks or steps needed to complete that part of the project. This visual layout helps you organise your thinking, see the full picture and plan your next actions more easily.