

## *Assorted Planner Pages*

Decide which pages you need and print them the way the instructions describe. The pages are not numbered so you can put them in the order you actually need them in. If you need to get things printed at a print shop, I grant authorization for such.

These pages are all letter size, but you can easily print them half-size (multiples, 2 per page) to fit them in an A5 planner or a half-size binder. For other sizes, you'll have to find the percentage and then trim the pages down.

### *Repeating To-Do Lists (4 pages)*

Use these lists to keep track of tasks that need to be done on a regular basis. It will be a reference that you draw from when you're making your lists each day.

- Print double-sided.

### *Undated Basic Daily Planner (2 pages)*

This is a very basic daily planner, with the time down the side and room to write down information about appointments or what you're doing, plus notes about the day at the bottom.

- Print double-sided

### *To Do Today (1 page)*

This list is meant to be divided into categories. At the top you put your **Goals** (three most important tasks) and **gravy** (three things you'd love to do). The rest is divided into six even groups. Put the category above the checklists and write the tasks next to the check boxes. The little boxes to the left of the check boxes are for you to use in prioritizing your tasks.

- Print single-sided.

### *Project Page (1 page)*

Use this page to plan out your projects, from what you need to do to what materials or information you'll need in order to do it. The top right corner can be used for colour-coding based on category.

- Print single-sided.

### *Weekly Schedule—Horizontal (1 page)*

This page is meant for your weekly schedule. Use it however works best for you: as a weekly planner, as a general timetable like you have for school, or something else I haven't thought of.

- Print single-sided.

## *Assorted Planner Pages*

### *Fold-Out Dailies Tracker (2 pages)*

Write your daily tasks on the second page and cut on the dotted line, then tape it to the right edge of the first page. Fold on the tape to tuck the list inside your planner overnight or when you're taking it somewhere, then fold it out so it lines up with your daily planner page when you're using it.

- Print single-sided. Cut on dotted line, tape pages together.

### *Daily Planner (2 pages)*

The list with times on the upper left is for tracking your time, but you can also note your appointments and travel time (etc.) if you like. It's up to you. On the right is your Goals and Gravy (see instructions for "To Do Today", with a spot to write your current daily habit. After that you can track something that you want to do more than once a day, and then you have your box for whatever you want.

At the end of the day, fill out the second page. This will give you an opportunity to keep a list of things you want to remember and to celebrate your daily accomplishments.

- Print double-sided.

### *Weekly Planner (4 pages)*

The weekly schedule page is meant to be filled out weekly, including appointments and other important things. You can also note your most important projects for the week in the bottom area. The weekly menu page can be cut on the dotted line and taped to the right side of the weekly schedule, then folded over when not in use and folded out when you're using it.

The Issues Log ("Making Life Work") can be filled out at the end of the week. Don't forget about the third column, as it's the one with the most important information after all is said and done! The Post-Its of Purpose page can be cut on the dotted line and taped to the left side of the Issues Log. If these pages are printed on the reverse of the weekly planner and menu page, the Post-Its section will be visible when folded over.

- Print double-sided. The weekly planner goes on the other side of the issues log, and the menu planner goes on the reverse of the Post-Its page. Cut on dotted line. If you don't want to tape, you can easily use the menu planner and the Post-Its page separately from the weekly planner and issues log.

## *Repeating To-Do Lists—1*

### *Annual*

January

February

March

April

May

June

July

August

September

October

November

December

### *Monthly*

1

2

3

4

5

6



# *Repeating To-Do Lists—2*

7

8

9

10

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24



# Repeating To-Do Lists—3

25

26

27

28

29

30

31

*Weekly*

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday



# *Repeating To-Do Lists—4*

Saturday

*Daily*



Infosheet  
Daily Planning

Date: \_\_\_\_\_

7.00 a.m.	
8.00 a.m.	
9.00 a.m.	
10.00 a.m.	
11.00 a.m.	
12.00 p.m.	
1.00 p.m.	
2.00 p.m.	
3.00 p.m.	
4.00 p.m.	
5.00 p.m.	
6.00 p.m.	
7.00 p.m.	
8.00 p.m.	
9.00 p.m.	
10.00 p.m.	

Notes

Infosheet  
Daily Planning

Date: \_\_\_\_\_

7.00 a.m.	
8.00 a.m.	
9.00 a.m.	
10.00 a.m.	
11.00 a.m.	
12.00 p.m.	
1.00 p.m.	
2.00 p.m.	
3.00 p.m.	
4.00 p.m.	
5.00 p.m.	
6.00 p.m.	
7.00 p.m.	
8.00 p.m.	
9.00 p.m.	
10.00 p.m.	

Notes





# Project Page

## *Project Details*

What it is:

Who it's for:

When it's due:

What I need:

When requested:

When I finished:

Steps to take:



# Weekly Schedule

Infosheet  
Weekly Schedule—Horizontal

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							







*Daily Assessment*

One thing I missed

Two things I did

Three things that are good about today

Rate Today

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Notes & Thoughts











*Post-Its of Purpose*

