

DAILY. WEEKLY. MONTHLY & YEARLY

Goal & Plans & *Money*



PLAN IT. WRITE IT DOWN. GET IT DONE!

Year *at glance*

YEAR:

JANUARY

01 _____
02 _____
03 _____
04 _____

FEBRUARY

01 _____
02 _____
03 _____
04 _____

MARCH

01 _____
02 _____
03 _____
04 _____

APRIL

01 _____
02 _____
03 _____
04 _____

MAY

01 _____
02 _____
03 _____
04 _____

JUNE

01 _____
02 _____
03 _____
04 _____

JULY

01 _____
02 _____
03 _____
04 _____

AUGUST

01 _____
02 _____
03 _____
04 _____

SEPTEMBER

01 _____
02 _____
03 _____
04 _____

OCTOBER

01 _____
02 _____
03 _____
04 _____

NOVEMBER

01 _____
02 _____
03 _____
04 _____

DECEMBER

01 _____
02 _____
03 _____
04 _____

YEARLY PRIORITIES:

OTHER NOTES:

Goal *getter*

Planning “focus months” can help get more done!

Pick your categories of focus and choose which month you’ll focus on each!

Category Examples:

Home

Finance

Health

Relationships

Fitness

Study/Read

New hobby/habit/language

Yearly *goals*

YEAR:

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

Goal *planner*

THE GOAL:

THE STRATEGY:

STEPS TO TAKE:

- _____
- _____
- _____
- _____
- _____
- _____
- _____

NOTES:

Monthly *planner*

MONTH:

WEEK 01

M

T

W

TH

F

S

S

WEEK 02

M

T

W

TH

F

S

S

WEEK 03

M

T

W

TH

F

S

S

WEEK 04

M

T

W

TH

F

S

S

Monthly *list*

MONTH:

01

02

03

04

05

06

07

08

09

10

11

12

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21

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31

OTHER NOTES:

Weekly goals

DATES:

PRIORITY	GOAL OR OUTCOME	ONE ACTION STEP
PRIORITY	GOAL OR OUTCOME	ONE ACTION STEP
PRIORITY	GOAL OR OUTCOME	ONE ACTION STEP
PRIORITY	GOAL OR OUTCOME	ONE ACTION STEP

OTHER NOTES:

Weekly *schedule*

DATES:

MONDAY

- _____
- _____
- _____
- _____
- _____

TUESDAY

- _____
- _____
- _____
- _____
- _____

WEDNESDAY

- _____
- _____
- _____
- _____
- _____

THURSDAY

- _____
- _____
- _____
- _____
- _____

FRIDAY

- _____
- _____
- _____
- _____
- _____

SATURDAY & SUNDAY

- _____
- _____
- _____
- _____
- _____

To-Do *list*

LT = Long Task
ST = Short Task
TT = Tedious Task
UGH = Don't Make Me
ET = Easy Task

DATE:

DONE	ITEM NAME	EFFORT INVOLVED
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

Notice how you perform best:
Do you hate having big projects lingering?
Do you prefer to knock out all the "ST" first?
No right or wrong, be like Nike & JUST DO IT!

Daily *block* schedule

DATE :

01

02

03

04

05

06

07

08

09

10

HOW TO :

1. Make a list of everything you need to do for the day
2. Organize your to-do into a block 1-10 (* Remember sometimes, less is more)
3. Set a timer for 45 min
4. Get your block done OR go til you're out of time.
5. Rest 15 min & tackle next block

Bill *Tracker*

ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MORTGAGE												
CAR												
HEALTH												
INSURANCE												
GAS												
WATER												
GAS												
PHONE BILL												
TOTAL												

Expense *Tracker*

MONTH:

ITEM	BUDGET	ACTUAL
FOOD		
HOUSING		
HEALTH		
INSURANCE		
GOING OUT		
EATING OUT		
CLOTHING		
TRAVEL		
LEISURE		
SELF-CARE		
EDUCATION		
TRAINING		
TRANSPORT		
PHONE BILL		
UNFORSEEABLE		
OTHER		
OTHER		
TOTAL		

