

A PRODUCTIVITY PLANNER FOR *Women*





THIS PLANNER
BELONGS TO:



INTRODUCTION

This 6 months planner was created to:

- ✓ Help you define your goals
- ✓ Keeping you focused.
- ✓ Effectively manage your time
- ✓ Make you more productive.

Productivity is a measure of the amount of work done in a given extent of time. The more work you complete during this time, the more productive you are. Here are six tips to help you be more productive and make the most use of this planner.



SIX TIPS TO BE MORE PRODUCTIVE

1. Gain Control Over Your Time

To organize your day, week, and month efficiently so that you get a lot done, you need to know how to gain control over your time.

2. Set Goals and Priorities

Before you can even start deciding on how to spend your time, you need to set your goals and priorities for the period in question. It works well to plan on a yearly basis and then translate that into monthly goals, weekly goals, and then finally into daily tasks.



SIX TIPS TO BE MORE PRODUCTIVE

3. Start with Major Yearly Planning

First, come up with at least one to three key goals for your year for each area of your life.

4. Translate Goals and Priorities into Tasks

If you write your goals correctly, it's easy to translate them into actionable tasks. For example, when you write a goal, it should include specifics and results. For example, "My goal is to write an 80,000-word Fiction Novel by December 31, 2021."

When you see that goal, you can come up with tasks that need to be done, such as plotting, character development, writing, editing, book design, and so forth. Start from the result you want. Divide the projects into smaller tasks that can be scheduled consistently and sequentially until the end date.

SIX TIPS TO BE MORE PRODUCTIVE

5. Prioritize Tasks

Sometimes this is the hardest part of time management and learning to get things done each day, week, and month. The best way to create priorities is to make smart goals, write the goals down, translate the goals to tasks, and put them in order of importance based on your values, morals, and needs.

Gaining control over your time starts with accepting that time management is a myth because you cannot stop time or control time. All you can control, is how you use the time you've been given to reach your goals.

6. Knowing Your Goals for Each Area of Your Life

Let's talk more about setting goals for each area of your life. When you want to plan better for each month, week, and day the best way to accomplish this is to start with yearly planning and set one to three goals for each area of your life.

Get very specific so that you can easily measure your progress as well as organize the actions and tasks that you need to take to reach your goals efficiently.

THINK ABOUT THE LIFE YOU WANT

Date frame	What is your vision?	How do you get there?
6 months		
1 year		
15 year		
2 years		
3 years		
5 years		

THIS YEAR'S GOALS OVERVIEW

Year:

PERSONAL GOALS

HEALTH AND WELLNESS GOALS

BUSINESS/ WORK

FINANTIAL GOALS

SPIRITUAL GOALS

OTHER GOALS

Set annual goals for each area of your life - career, relationships, health, life.

S.M.A.R.T. GOALS

You've probably heard of S.M.A.R.T goals before and that's because it's a formula that works. Here's an overview.

SPECIFIC – Your goal needs to be spelled out very precisely and you also need to have a strong WHY behind your goal. This emotional attachment will keep you focused. For example, a goal might be to earn \$12,500 per month and onboard 5 new quality clients monthly in the next 90 days.

It is very important to use language that leaves no doubt as to what the goal is, why you want to achieve the goal, and how you will get there. If you are not able to be detailed in your description of the goal, it will be hard to meet it. Take the time to do this part right.

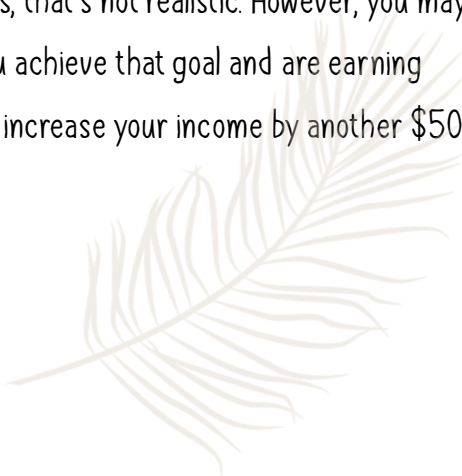
MEASURABLE – If your goal cannot be quantified, then it's not a full goal and you won't know when you have succeeded. An example of a measurable goal would be "I want to deposit to our bank account an additional 100 dollars per week. I'll accomplish this by writing five 500-word articles each week for a life coach."

S.M.A.R.T. GOALS

ACTIONABLE / ACHIEVABLE – There are different things that “A” can stand for, but it’s usually actionable or achievable. In order to achieve anything, you must take action. So, make your goal actionable, where you do something each day that will eventually result in an accomplished goal.

Goals should also be achievable, or you will quickly get frustrated. Be accurate about the time it takes to reach a goal, and what actions it takes to get there. Also, know who will be responsible for doing it.

REALISTIC / RELEVANT – “R” can stand for realistic or relevant, and both are important. If you want your goal to succeed, it should most certainly be realistic, or you will fail. If you’re currently making \$500 a week and your goal is to increase that to \$12,500 in 90 days, that’s not realistic. However, you may be able to increase it by \$300. Once you achieve that goal and are earning \$800 a week, you can set a new goal to increase your income by another \$500 a week or something similar.



S.M.A.R.T. GOALS

Your goal should also be relevant to your life's vision and match your values. There's no point in making or achieving goals that have no relevance to your long-term life goals. You could instead use that time to reach goals that get you one step closer to actually reaching your life goals. So always ask yourself, if the goal is relevant to your life goals.

TIME BOUND / TIMELY / TRACKABLE – Various authors refer to the “T” in the S.M.A.R.T. acronym as time-bound, timely or trackable. All of these t's are important parts of the goal creating and setting process. If you don't set a time limit and you can't track what is happening, your goal will be hard to quantify or show as achieved.

Deadlines are important, or your actions will take forever. The **Parkinson's Law** states that “Work expands to fill the time available for its completion”. If you have 24 hours to complete a project, the time pressure forces you to focus on execution, and you have no choice but to do only the bare essentials. If you are given two months, it can become a herculean task. The irony is that the product of the shorter deadline may be equal or higher quality due to greater focus.

S.M.A.R.T. GOALS

List The Required Information In The Appropriate Areas As Indicated

S
Specific

What do you want to accomplish?

M
Measurable

How will you know you have accomplished your goal?

A
Attainable.

How can the goal be accomplished?

R
Relevant

Is the goal worth working hard to accomplish? Explain.

T
Timely.

By when will the goal be accomplished?

APPLY THE 80/20 RULE

When it comes to time management, the 80/20 rule can be revolutionary. Sometimes known as the Pareto Principle, this rule helps to boost your productivity. Applying this rule allows you to prioritize your time and your tasks. It's vital at work and key to success. So, how does the principle work?

Out of any ten items, two are more valuable than the others put together. However, those two items are most likely to be the ones we delay and procrastinate on. The 80/20 rule ensures this doesn't happen.

How can you apply the rule in your own life? Write down 10 goals that you need to accomplish. Next, ask which of those goals is most important. Which one has the most positive impact? Which one is most essential? Which one is most time-pressured? Next, choose the next most vital goal. This identifies the "20" element of the equation. You now know which goals you need to work on first.



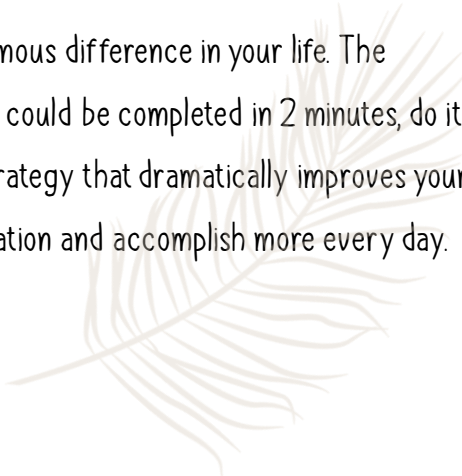
THE EAT THE FROG TECHNIQUE

The frog here is the most unpleasant task on the to-do list that you've drawn up. It's human nature to try to avoid unpleasant tasks. We're all guilty of putting off something that we must do but don't want to do.

When you avoid an unpleasant task, it's always on your mind. It stops you from getting on with other jobs that need to be done. It prevents you from focusing. You know all the time that the unpleasant task must be done. Why put it off? Do it first and get it out of the way!

THE 2-MINUTE RULE

The "2-minute rule" can make an enormous difference in your life. The concept is that if you've got a task that could be completed in 2 minutes, do it immediately. It's a time management strategy that dramatically improves your productivity. You'll eliminate procrastination and accomplish more every day.



TAKE A BREAK

It seems counterintuitive to take a break when there's work to be done. However, taking regular breaks helps to boost your memory, creativity and concentration.

If you work continuously for extended periods of time, you'll experience more stress. You'll also become more exhausted and won't be able to achieve your personal best. Taking frequent breaks helps to refuel and refresh your mind. This allows you to maximize your efficiency.



USE A DO LATER LIST

The “Do Later” list helps to keep your mind clear. You have a to-do list with all the immediate tasks you need to do. But, what do you do with the non-urgent tasks? Rather than keeping them in your head, note them down. This allows you to remain fully focused on the key tasks at hand. Yet, you won’t forget about all those non-essential jobs that can be delayed until later.

While this type of list is a useful solution, it isn’t foolproof. There’s a danger that if a task ends up on the “Do Later” list, it just won’t get done. Therefore, you should add a review date to each item. Note that review date in your planner.



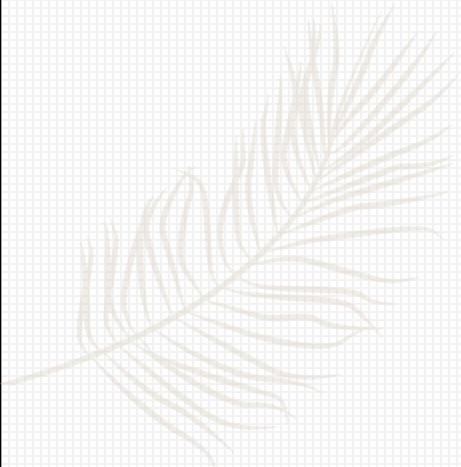
IDENTIFY THE TASKS YOU CAN ELIMINATE

The first step to overhauling your work approach is to identify the tasks you can ditch. Remember, eliminating isn't about being lazy. It's about staying efficient. It's about completing tasks that are essential rather than doing work purely for the sake of it.

It's easy to fall into the trap of thinking you're being productive if you're incredibly busy. Yet, this isn't necessarily true. You're only being productive if you're effective and efficient. It's possible to achieve a lot more by doing a lot less.



(NOT) TO-DO LISTS

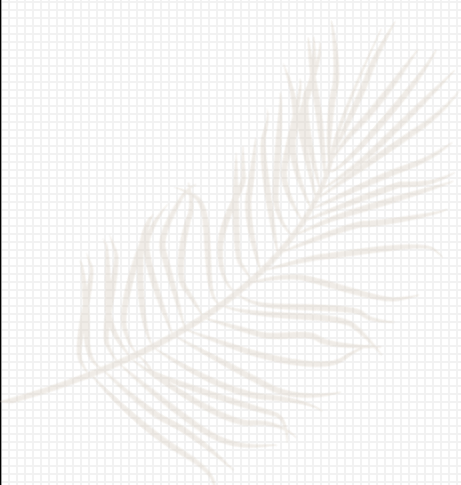
DO LATER LIST	TASKS YOU CAN ELIMINATE
	

DELEGATE OR OUTSOURCE

If you look at all your tasks, there are probably many that you could delegate or outsource. Just because you can do everything yourself doesn't mean you should. Delegating and outsourcing can make you considerably more productive.



LISTS FOR OTHERS TO CHECK

Tasks You Can Delegate	To Whom?
	



*"The secret of getting
ahead is getting started".*

Mark Twain



JANUARY

SUN

MON

TUES

WED

THURS

FRI

SAT

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MONTHLY GOALS

Month:

10 Goals	The 2 most important. Why?
1.	1 ^o
2.	
3.	
4.	
5.	Deadline:
6.	2 ^o
7.	
8.	
9.	
10.	Deadline:

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
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MILESTONES REACHED:			

REFLECTION ON LAST WEEK

Biggest wins of last week	Things to be grateful for
Identify time wasters	...And how to reduce and eliminate them
Self-improvement ideas	Goals for the week ahead
Reward for hitting goals	
What worked? What didn't work? What needs improving? What are my next actions? 	

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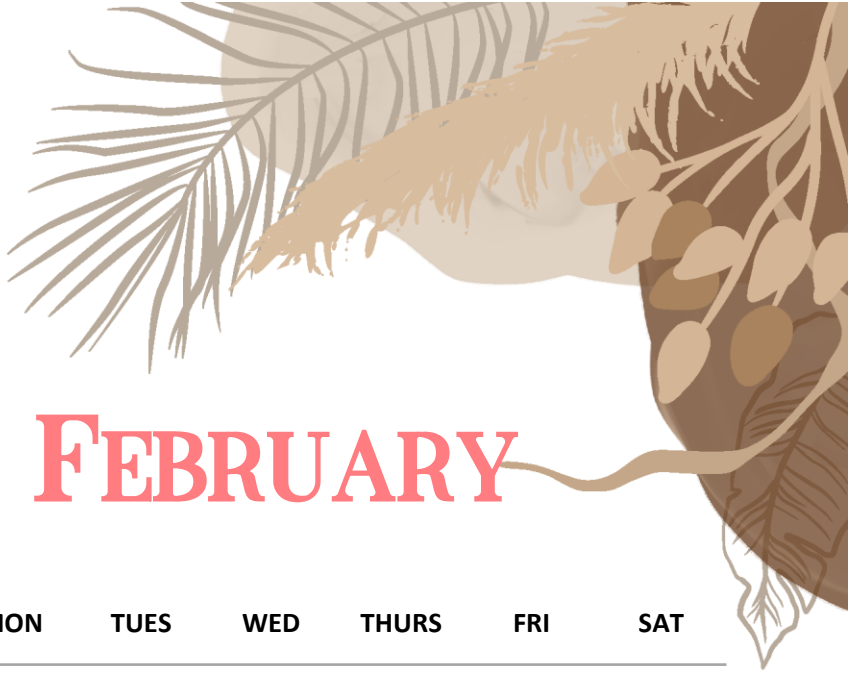
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*"A Goal is a dream
with a deadline"*

Napoleon Hill



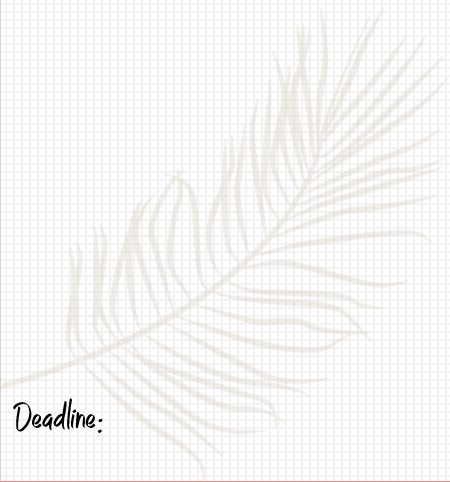
FEBRUARY

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MONTHLY GOALS

Month:

10 Goals	The 2 most important. Why?
1.	1 ^o
2.	
3.	
4.	
5.	Deadline:
6.	2 ^o
7.	
8.	
9.	
10.	Deadline:



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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00
9:00	9:00	9:00	9:00
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10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
MILESTONES REACHED:			

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SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
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	ADDITIONAL TASKS	1:00	1:00	1:00					
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
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MILESTONES REACHED:			

REFLECTION ON LAST WEEK

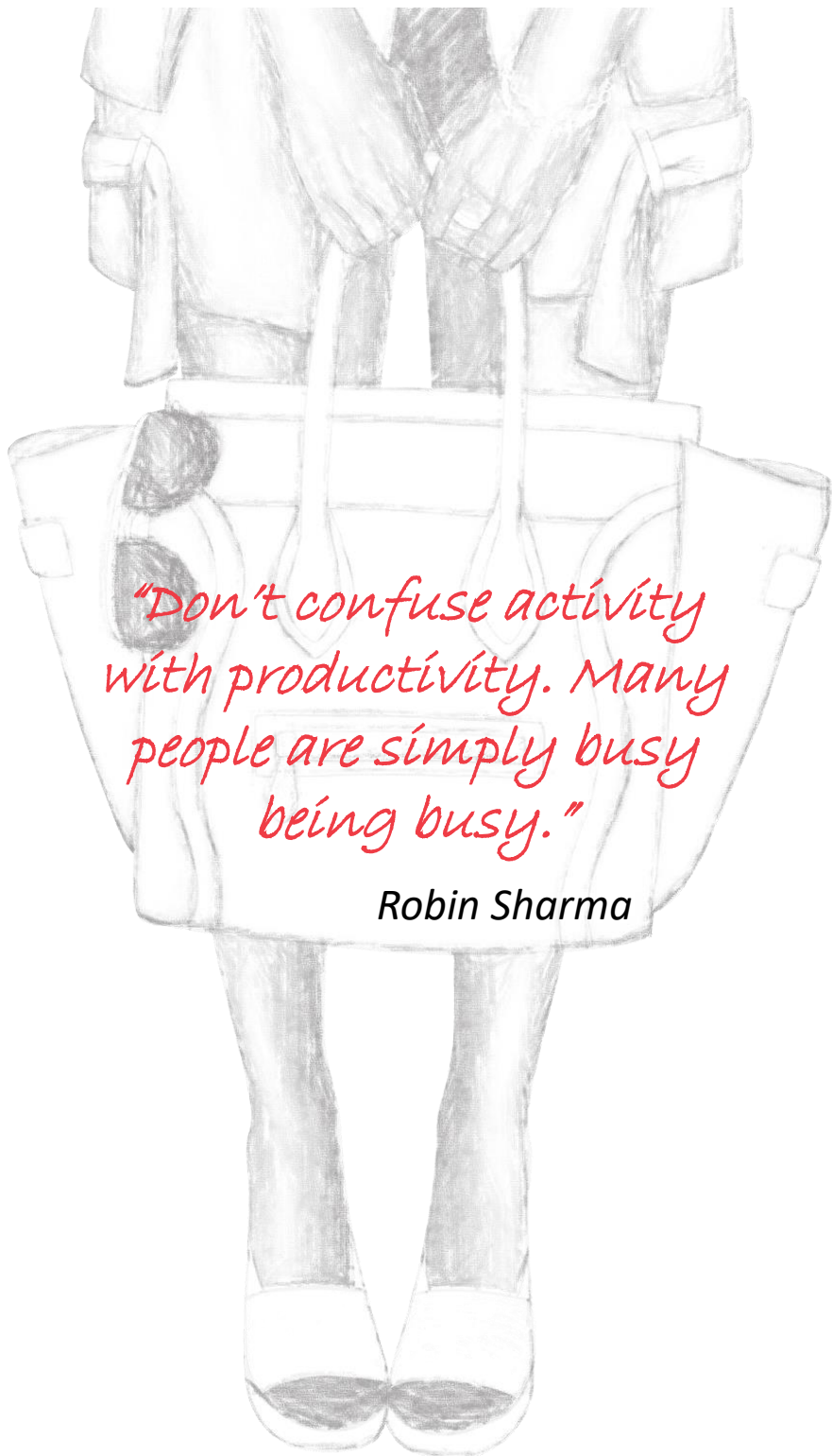
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GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
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	2.	2.	2.						
	3.	3.	3.						
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
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MILESTONES REACHED:			

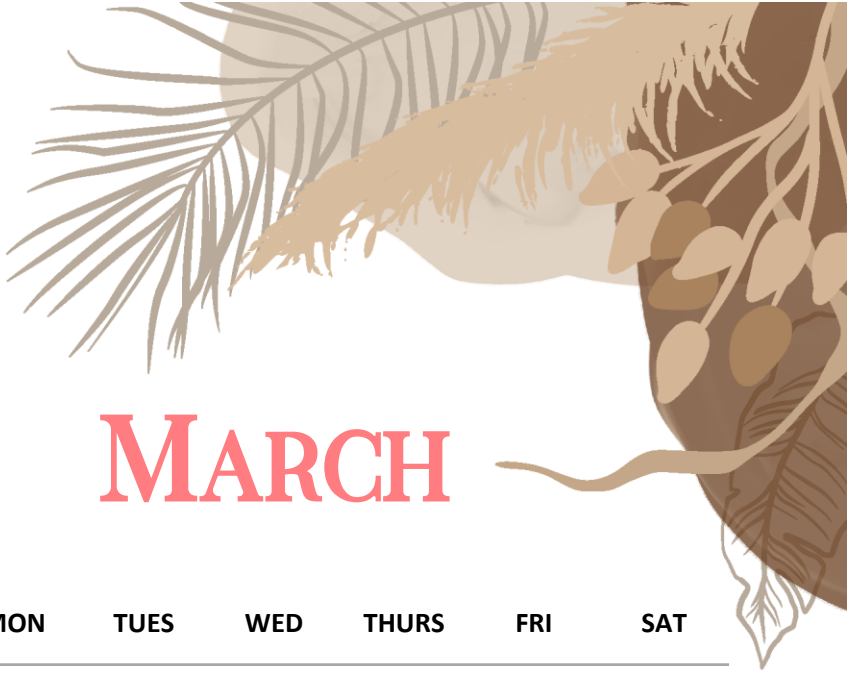
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*"Don't confuse activity
with productivity. Many
people are simply busy
being busy."*

Robin Sharma



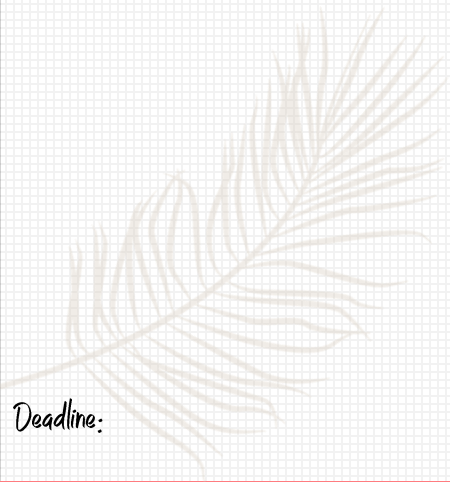
MARCH

SUN	MON	TUES	WED	THURS	FRI	SAT
	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	29	30	31			

MONTHLY GOALS

Month:

10 Goals	The 2 most important. Why?
1.	1 ^o
2.	
3.	
4.	
5.	Deadline:
6.	2 ^o
7.	
8.	
9.	
10.	Deadline:



WEEK:	MONDAY	TUESDAY	WEDNESDAY						
GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
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2.	2.	2.	2.
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
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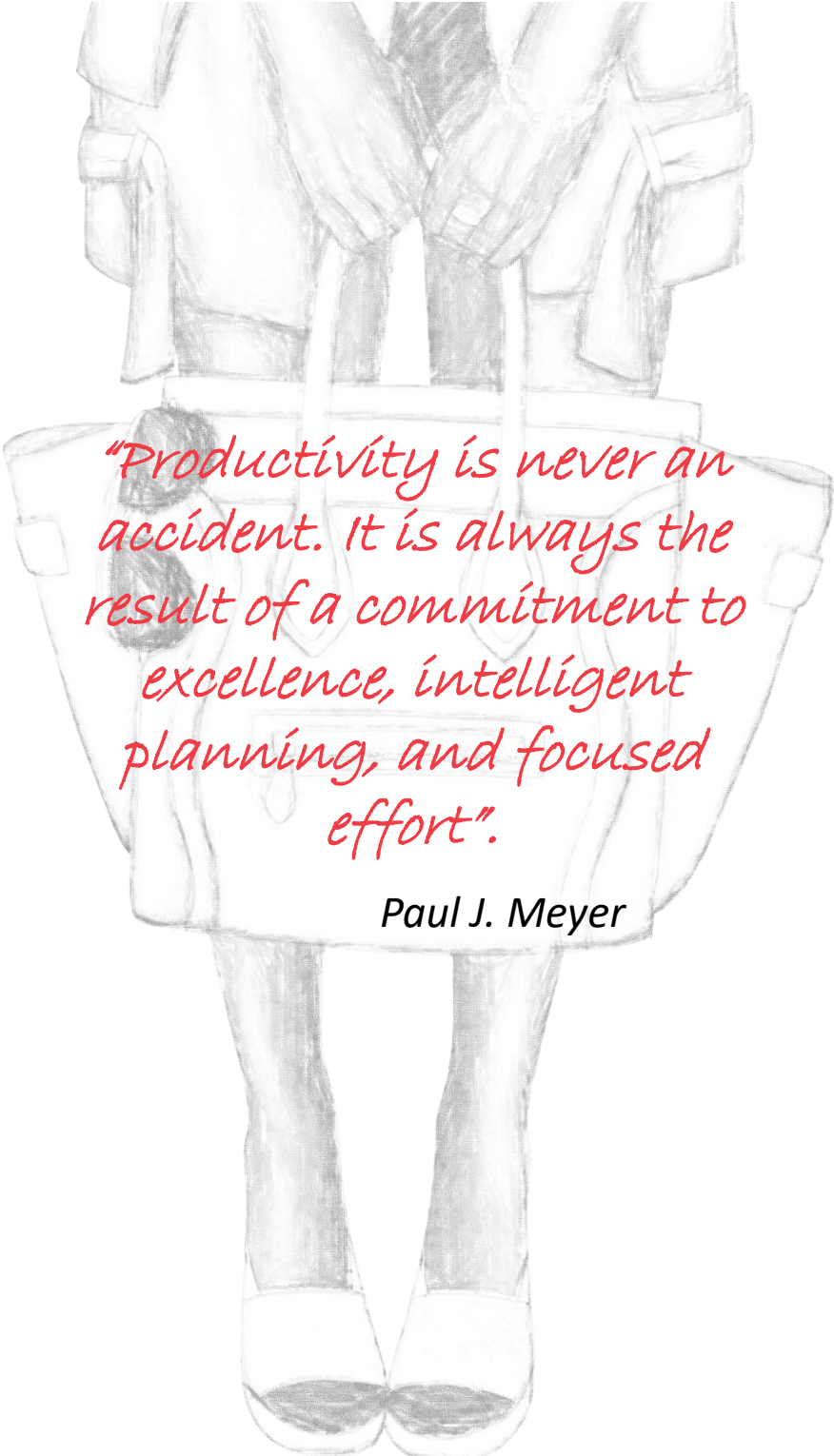
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GOAL	GOAL	GOAL	GOAL						
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HABIT TRACKER		M	T	W	T	F	S	S	

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MILESTONES REACHED:			

REFLECTION ON LAST WEEK

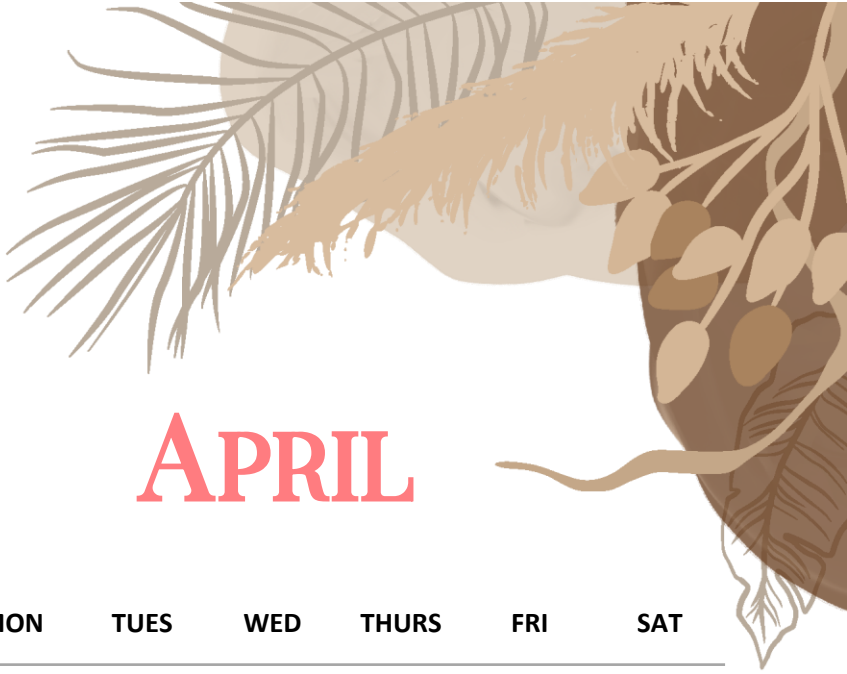
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HABIT TRACKER		M	T	W	T	F	S	S	



"Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort".

Paul J. Meyer



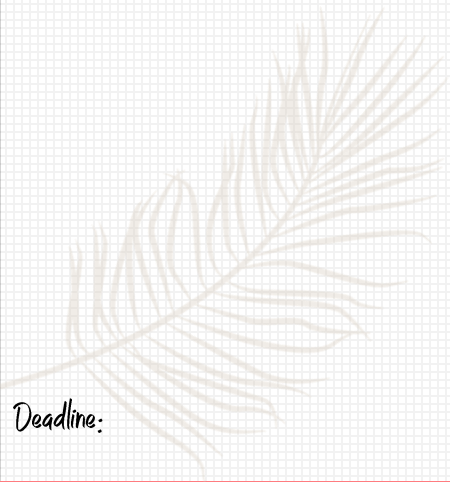
APRIL

SUN	MON	TUES	WED	THURS	FRI	SAT
				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	29	30	

MONTHLY GOALS

Month:

10 Goals	The 2 most important. Why?
1.	1 ^o
2.	
3.	
4.	
5.	Deadline:
6.	2 ^o
7.	
8.	
9.	
10.	Deadline:



THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00
9:00	9:00	9:00	9:00
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1:00	1:00	1:00	1:00
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9:00	9:00	9:00	9:00
10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
MILESTONES REACHED:			

REFLECTION ON LAST WEEK

Biggest wins of last week	Things to be grateful for
Identify time wasters	...And how to reduce and eliminate them
Self-improvement ideas	Goals for the week ahead
Reward for hitting goals	
What worked? What didn't work? What needs improving? What are my next actions? 	

WEEK:	MONDAY	TUESDAY	WEDNESDAY						
GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
	6:00	6:00	6:00						
	7:00	7:00	7:00						
	8:00	8:00	8:00						
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	ADDITIONAL TASKS	1:00	1:00	1:00					
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
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10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
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GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
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	ADDITIONAL TASKS	1:00	1:00	1:00					
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
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GOAL	GOAL	GOAL	GOAL						
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	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
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	ADDITIONAL TASKS	1:00	1:00	1:00					
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
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10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
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GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
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	ADDITIONAL TASKS	1:00	1:00	1:00					
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00
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MILESTONES REACHED:			

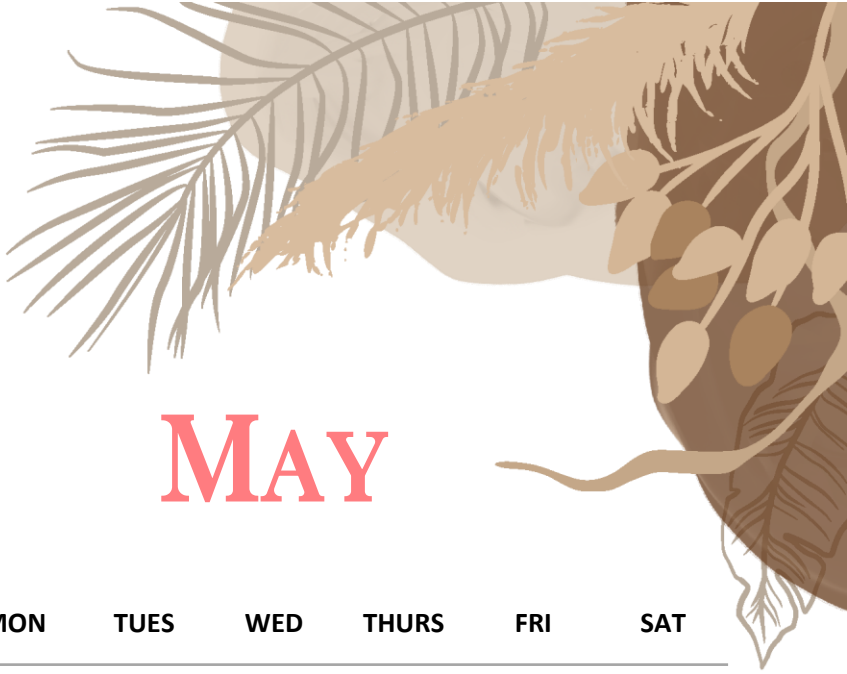
REFLECTION ON LAST WEEK

Biggest wins of last week	Things to be grateful for
Identify time wasters	...And how to reduce and eliminate them
Self-improvement ideas	Goals for the week ahead
Reward for hitting goals	
What worked? What didn't work? What needs improving? What are my next actions? 	



*"All you need is the plan,
the road map, and the
courage to press on to your
destination."*

Earl Nightingale



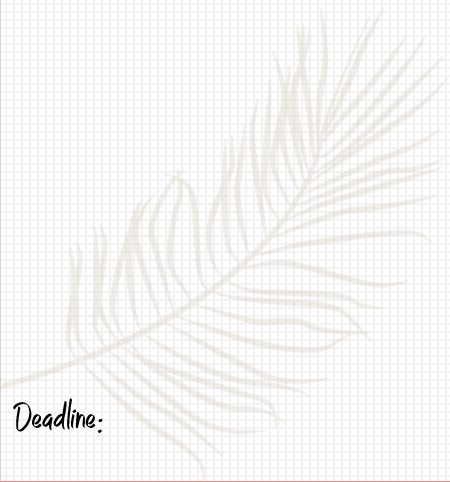
MAY

SUN	MON	TUES	WED	THURS	FRI	SAT
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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	29
30	31					

MONTHLY GOALS

Month:

10 Goals	The 2 most important. Why?
1.	1 ^o
2.	
3.	
4.	
5.	Deadline:
6.	2 ^o
7.	
8.	
9.	
10.	Deadline:



THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
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6:00	6:00	6:00	6:00
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MILESTONES REACHED:			

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GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
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6:00	6:00	6:00	6:00
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MILESTONES REACHED:			

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SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
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	2.	2.	2.						
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
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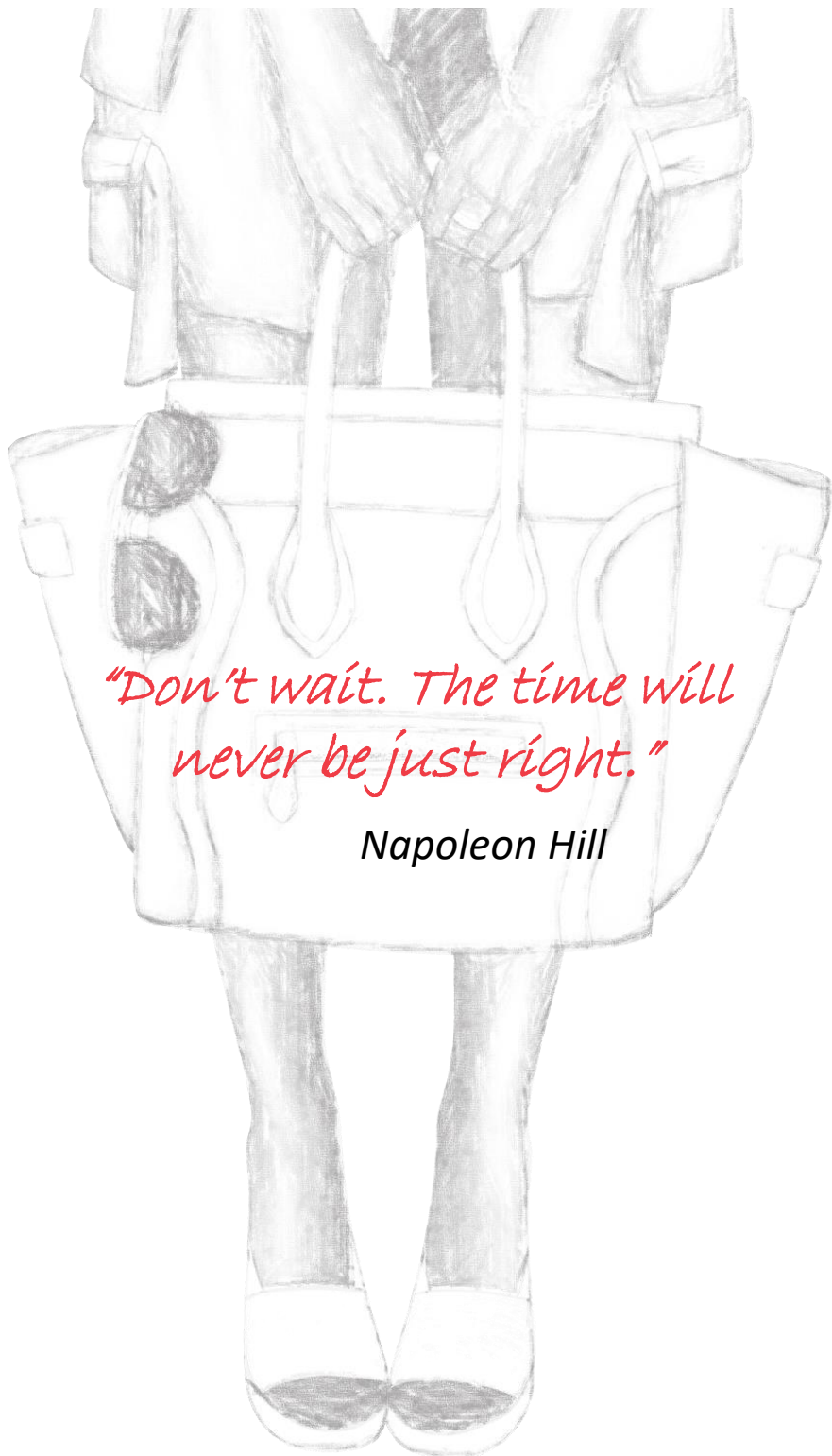
WEEK:	MONDAY	TUESDAY	WEDNESDAY						
GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
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THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
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MILESTONES REACHED:			

REFLECTION ON LAST WEEK

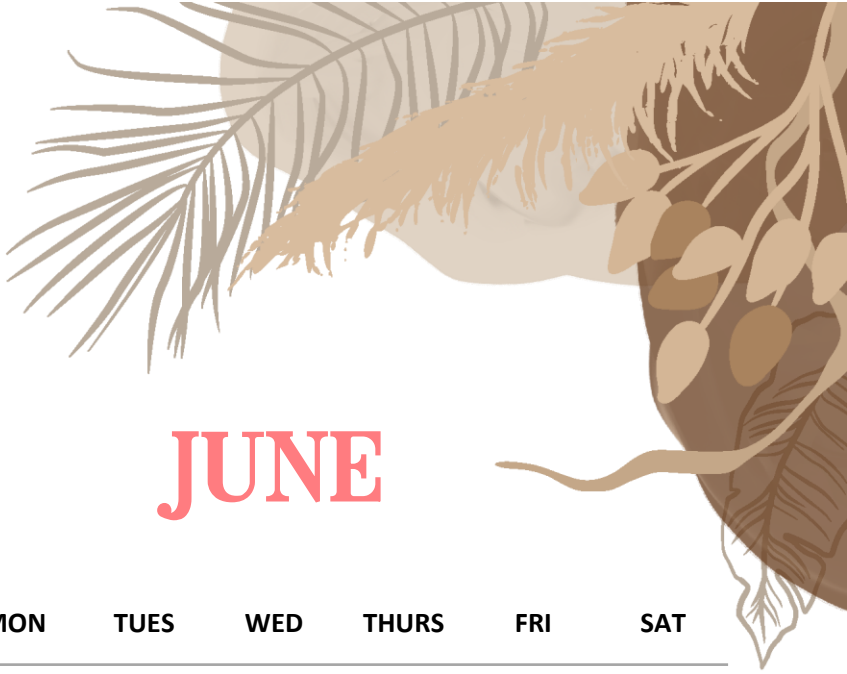
Biggest wins of last week	Things to be grateful for
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Reward for hitting goals	
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*"Don't wait. The time will
never be just right."*

Napoleon Hill



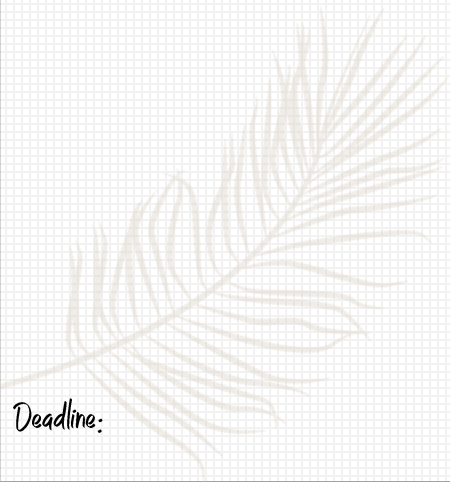
JUNE

SUN	MON	TUES	WED	THURS	FRI	SAT
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20	21	22	23	24	25	26
27	28	29	30			

MONTHLY GOALS

Month:

10 Goals	The 2 most important. Why?
1.	1 ^o
2.	
3.	
4.	
5.	Deadline:
6.	2 ^o
7.	
8.	
9.	
10.	Deadline:



WEEK:	MONDAY	TUESDAY	WEDNESDAY						
GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
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THURSDAY	FRIDAY	SATURDAY	SUNDAY
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PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
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PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
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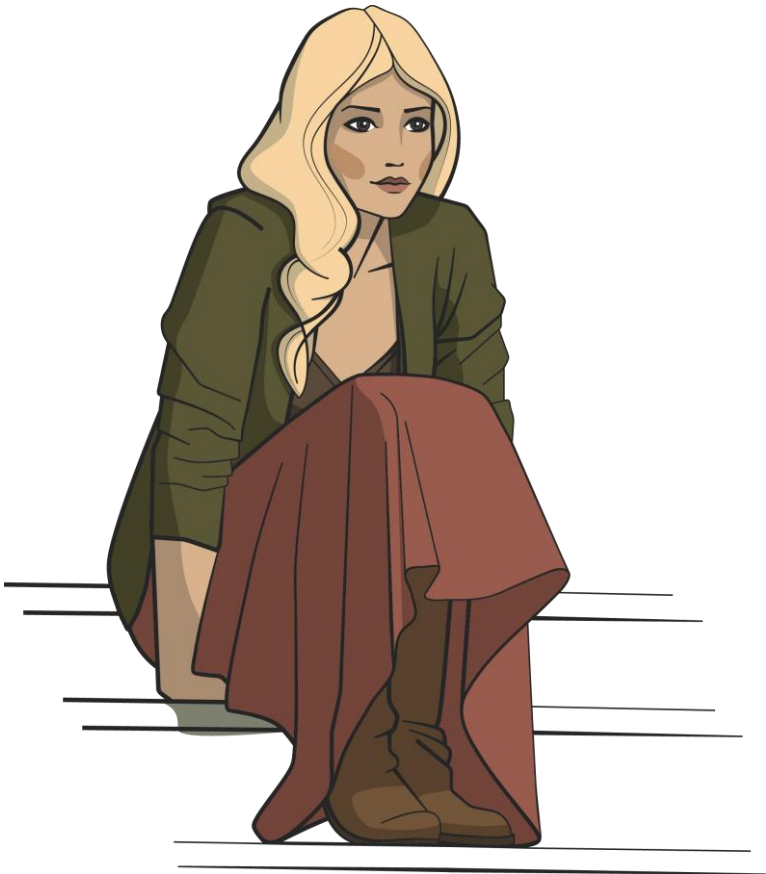
WEEK:	MONDAY	TUESDAY	WEDNESDAY						
GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
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HABIT TRACKER		M	T	W	T	F	S	S	



"There are risks and costs to action. But they are far less than the long-range risks of comfortable inaction."

John F. Kennedy

END OF THE SEMESTER REFLECTION

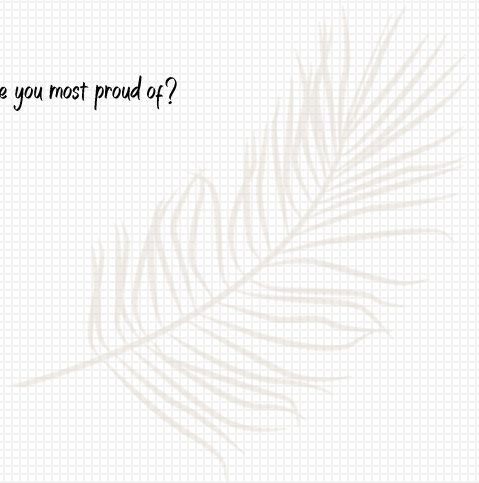


END OF THE SEMESTER REFLECTION

What were the three biggest lessons you've learned this past semester?

Review your planner for this past semester and assess your priorities. Are you happy with how you spent your time? If not, what steps can you take for the next semester to adjust them?

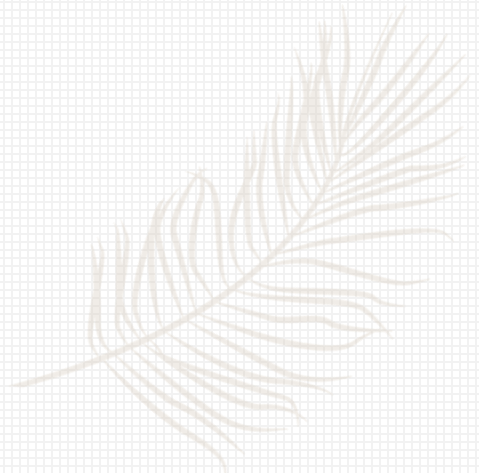
What did you accomplish this past semester? What are you most proud of?



END OF THE SEMESTER REFLECTION

Name three things you can improve on the next semester. What concrete actions can you take to work towards these improvements?

What or who are you especially grateful for this past semester?





JULY

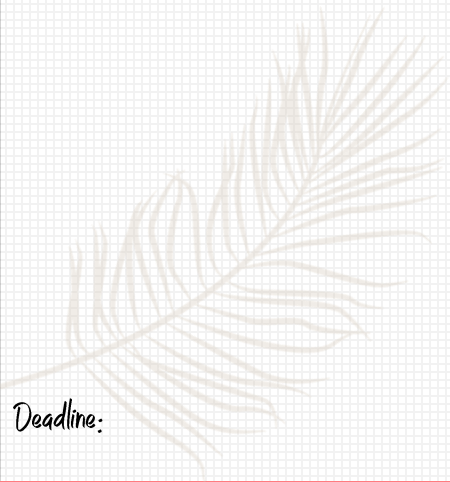
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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MONTHLY GOALS

Month:

10 Goals	The 2 most important. Why?
1.	1 ^o
2.	
3.	
4.	
5.	Deadline:
6.	2 ^o
7.	
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10.	Deadline:



THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
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THURSDAY	FRIDAY	SATURDAY	SUNDAY
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10:00		10:00	10:00						
11:00		11:00	11:00						
12:00		12:00	12:00						
HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
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10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
MILESTONES REACHED:			

REFLECTION ON LAST WEEK

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Reward for hitting goals	
What worked? What didn't work? What needs improving? What are my next actions? 	

WEEK:	MONDAY	TUESDAY	WEDNESDAY						
GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
	6:00	6:00	6:00						
	7:00	7:00	7:00						
	8:00	8:00	8:00						
	9:00	9:00	9:00						
	10:00	10:00	10:00						
	11:00	11:00	11:00						
	12:00	12:00	12:00						
	1:00	1:00	1:00						
	ADDITIONAL TASKS	1:00	1:00	1:00					
		3:00	3:00	3:00					
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5:00		5:00	5:00						
6:00		6:00	6:00						
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00
9:00	9:00	9:00	9:00
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10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
MILESTONES REACHED:			

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WEEK:	MONDAY	TUESDAY	WEDNESDAY						
GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
	6:00	6:00	6:00						
	7:00	7:00	7:00						
	8:00	8:00	8:00						
	9:00	9:00	9:00						
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	12:00	12:00	12:00						
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	ADDITIONAL TASKS	1:00	1:00	1:00					
		3:00	3:00	3:00					
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11:00		11:00	11:00						
12:00		12:00	12:00						
HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00
9:00	9:00	9:00	9:00
10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
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4:00	4:00	4:00	4:00
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10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
MILESTONES REACHED:			



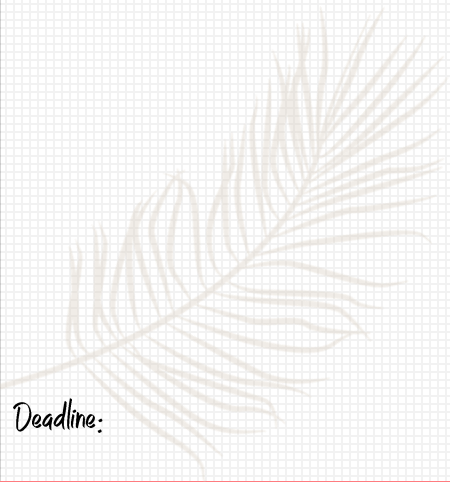
AUGUST

SUN	MON	TUES	WED	THURS	FRI	SAT
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
29	30	31				

MONTHLY GOALS

Month:

10 Goals	The 2 most important. Why?
1.	1 ^o
2.	
3.	
4.	
5.	Deadline:
6.	2 ^o
7.	
8.	
9.	
10.	Deadline:



THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
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10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
MILESTONES REACHED:			

REFLECTION ON LAST WEEK

Biggest wins of last week	Things to be grateful for
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Reward for hitting goals	
What worked? What didn't work? What needs improving? What are my next actions? 	

WEEK:	MONDAY	TUESDAY	WEDNESDAY						
GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
	6:00	6:00	6:00						
	7:00	7:00	7:00						
	8:00	8:00	8:00						
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	1:00	1:00	1:00						
	ADDITIONAL TASKS	1:00	1:00	1:00					
		3:00	3:00	3:00					
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
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10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
MILESTONES REACHED:			

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GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
	6:00	6:00	6:00						
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	1:00	1:00	1:00						
	ADDITIONAL TASKS	1:00	1:00	1:00					
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00
9:00	9:00	9:00	9:00
10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
1:00	1:00	1:00	1:00
1:00	1:00	1:00	1:00
3:00	3:00	3:00	3:00
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5:00	5:00	5:00	5:00
6:00	6:00	6:00	6:00
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9:00	9:00	9:00	9:00
10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
MILESTONES REACHED:			

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WEEK:	MONDAY	TUESDAY	WEDNESDAY						
GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
	6:00	6:00	6:00						
	7:00	7:00	7:00						
	8:00	8:00	8:00						
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	1:00	1:00	1:00						
	ADDITIONAL TASKS	1:00	1:00	1:00					
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10:00		10:00	10:00						
11:00		11:00	11:00						
12:00		12:00	12:00						
HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00
9:00	9:00	9:00	9:00
10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
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1:00	1:00	1:00	1:00
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5:00	5:00	5:00	5:00
6:00	6:00	6:00	6:00
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10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
MILESTONES REACHED:			

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GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
	6:00	6:00	6:00						
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	ADDITIONAL TASKS	1:00	1:00	1:00					
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00
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10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
MILESTONES REACHED:			

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SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
	6:00	6:00	6:00						
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	ADDITIONAL TASKS	1:00	1:00	1:00					
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12:00		12:00	12:00						
HABIT TRACKER		M	T	W	T	F	S	S	



SEPTEMBER

SUN	MON	TUES	WED	THURS	FRI	SAT
			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	29	30		

MONTHLY GOALS

Month:

10 Goals	The 2 most important. Why?
1.	1 ^o
2.	
3.	
4.	
5.	Deadline:
6.	2 ^o
7.	
8.	
9.	
10.	Deadline:

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00
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10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
MILESTONES REACHED:			

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GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
	6:00	6:00	6:00						
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	11:00	11:00	11:00						
	12:00	12:00	12:00						
	1:00	1:00	1:00						
	ADDITIONAL TASKS	1:00	1:00	1:00					
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
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11:00	11:00	11:00	11:00
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	2.	2.	2.						
	3.	3.	3.						
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	ADDITIONAL TASKS	1:00	1:00	1:00					
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
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6:00	6:00	6:00	6:00
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	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
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HABIT TRACKER		M	T	W	T	F	S	S	

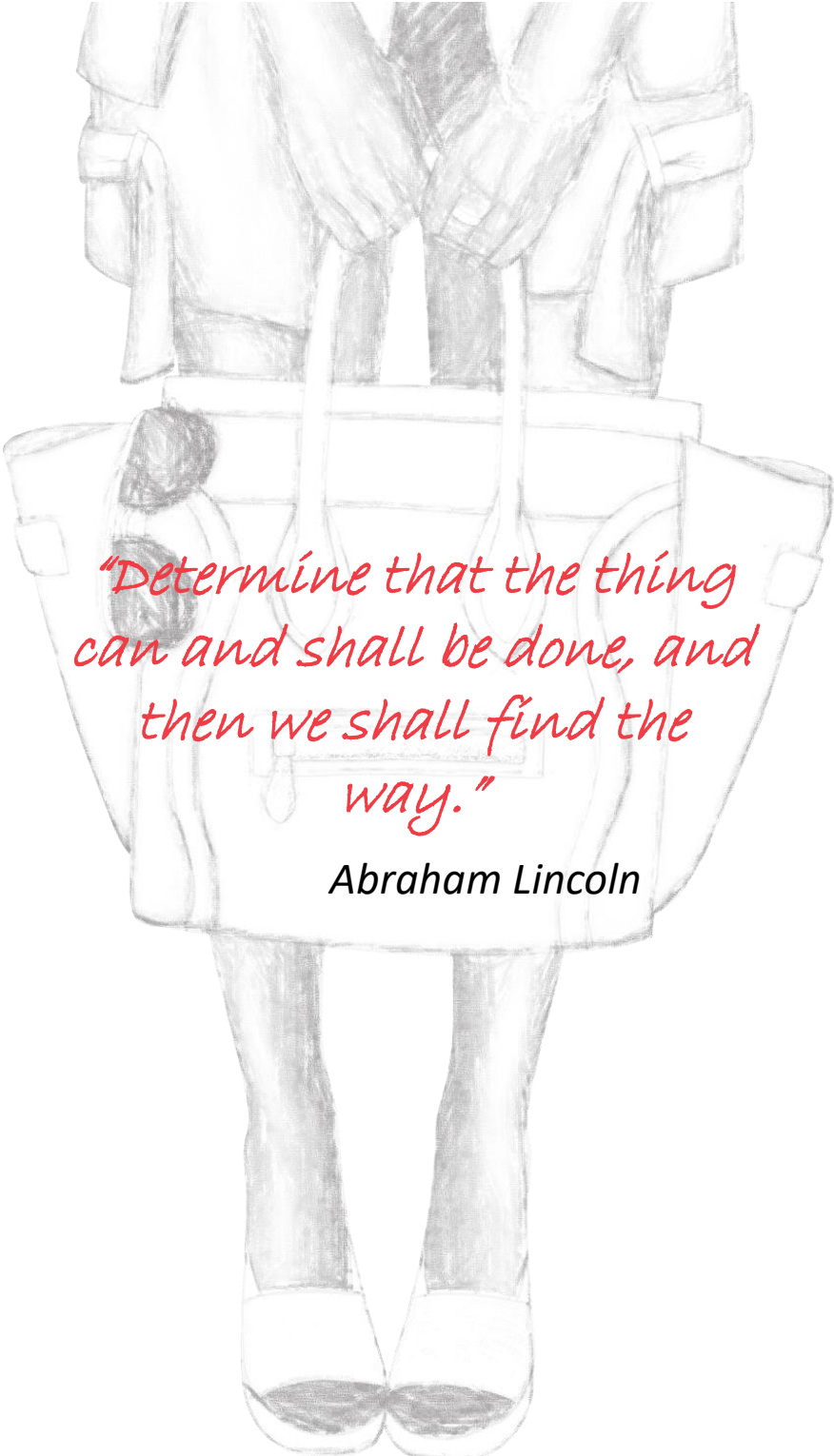
THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
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	2.	2.	2.						
	3.	3.	3.						
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	ADDITIONAL TASKS	1:00	1:00	1:00					
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12:00		12:00	12:00						
HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
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MILESTONES REACHED:			



*"Determine that the thing
can and shall be done, and
then we shall find the
way."*

Abraham Lincoln



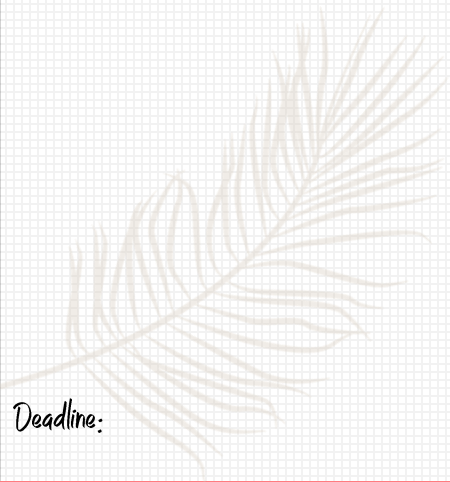
OCTOBER

SUN	MON	TUES	WED	THURS	FRI	SAT
					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	29	30
31						

MONTHLY GOALS

Month:

10 Goals	The 2 most important. Why?
1.	1 ^o
2.	
3.	
4.	
5.	Deadline:
6.	2 ^o
7.	
8.	
9.	
10.	Deadline:



THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
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6:00	6:00	6:00	6:00
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MILESTONES REACHED:			

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SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
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6:00	6:00	6:00	6:00
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
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6:00	6:00	6:00	6:00
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MILESTONES REACHED:			

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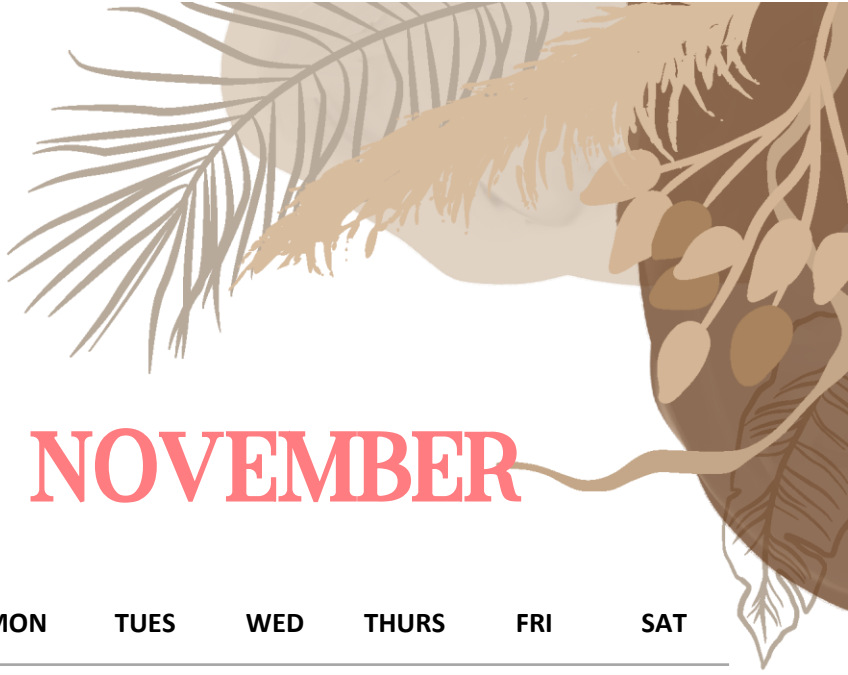
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
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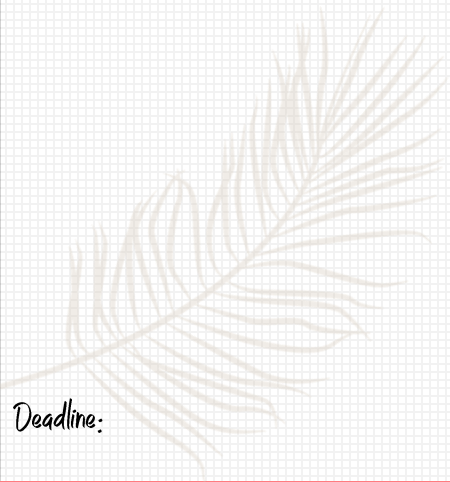
NOVEMBER

SUN	MON	TUES	WED	THURS	FRI	SAT
	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	29	30				

MONTHLY GOALS

Month:

10 Goals	The 2 most important. Why?
1.	1 ^o
2.	
3.	
4.	
5.	Deadline:
6.	2 ^o
7.	
8.	
9.	
10.	Deadline:



WEEK:	MONDAY	TUESDAY	WEDNESDAY						
GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
	6:00	6:00	6:00						
	7:00	7:00	7:00						
	8:00	8:00	8:00						
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	10:00	10:00	10:00						
	11:00	11:00	11:00						
	12:00	12:00	12:00						
	1:00	1:00	1:00						
	ADDITIONAL TASKS	1:00	1:00	1:00					
		3:00	3:00	3:00					
4:00		4:00	4:00						
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00
9:00	9:00	9:00	9:00
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4:00	4:00	4:00	4:00
5:00	5:00	5:00	5:00
6:00	6:00	6:00	6:00
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10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
MILESTONES REACHED:			

REFLECTION ON LAST WEEK

Biggest wins of last week	Things to be grateful for
Identify time wasters	...And how to reduce and eliminate them
Self-improvement ideas	Goals for the week ahead
Reward for hitting goals	
What worked? What didn't work? What needs improving? What are my next actions? 	

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GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
	6:00	6:00	6:00						
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	ADDITIONAL TASKS	1:00	1:00	1:00					
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
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11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
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SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
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11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
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	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
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11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
MILESTONES REACHED:			

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GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
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	ADDITIONAL TASKS	1:00	1:00	1:00					
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HABIT TRACKER		M	T	W	T	F	S	S	



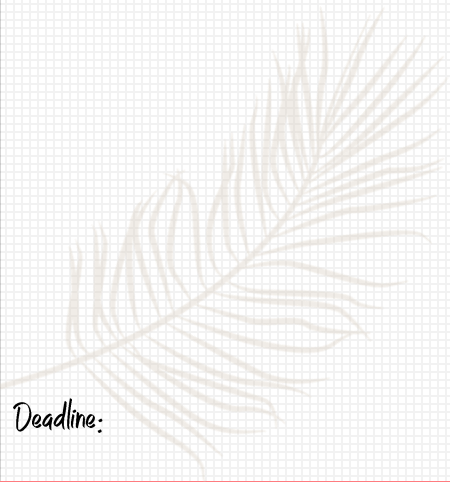
DECEMBER

SUN	MON	TUES	WED	THURS	FRI	SAT
			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	29	30	31	

MONTHLY GOALS

Month:

10 Goals	The 2 most important. Why?
1.	1 ^o
2.	
3.	
4.	
5.	Deadline:
6.	2 ^o
7.	
8.	
9.	
10.	Deadline:



THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
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12:00	12:00	12:00	12:00
MILESTONES REACHED:			

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WEEK:	MONDAY	TUESDAY	WEDNESDAY						
GOAL	GOAL	GOAL	GOAL						
SECONDARY TASKS	PRIORITIES	PRIORITIES	PRIORITIES						
	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
	6:00	6:00	6:00						
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	ADDITIONAL TASKS	1:00	1:00	1:00					
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
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11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
MILESTONES REACHED:			

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	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
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6:00	6:00	6:00	6:00
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12:00	12:00	12:00	12:00
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	2.	2.	2.						
	3.	3.	3.						
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HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
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12:00	12:00	12:00	12:00
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	1.	1.	1.						
	2.	2.	2.						
	3.	3.	3.						
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11:00		11:00	11:00						
12:00		12:00	12:00						
HABIT TRACKER		M	T	W	T	F	S	S	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00
9:00	9:00	9:00	9:00
10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
1:00	1:00	1:00	1:00
1:00	1:00	1:00	1:00
3:00	3:00	3:00	3:00
4:00	4:00	4:00	4:00
5:00	5:00	5:00	5:00
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00
9:00	9:00	9:00	9:00
10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
MILESTONES REACHED:			

REFLECTION ON LAST WEEK

Biggest wins of last week	Things to be grateful for
Identify time wasters	...And how to reduce and eliminate them
Self-improvement ideas	Goals for the week ahead
Reward for hitting goals	
What worked? What didn't work? What needs improving? What are my next actions? 	

END OF THE YEAR REFLECTION



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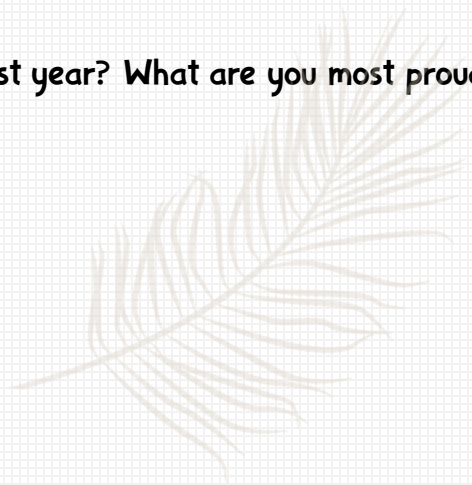
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END OF THE YEAR REFLECTION

What were the three biggest lessons you've learned this past year?

Review your planner for this past year and assess your priorities. Are you happy with how you spent your time? If not, what steps can you take for the next year to adjust them?

What did you accomplish this past year? What are you most proud of?



END OF THE YEAR REFLECTION

Name three things you can improve on next year. What concrete actions can you take to work towards these improvements?

What or who are you especially grateful for this past year?

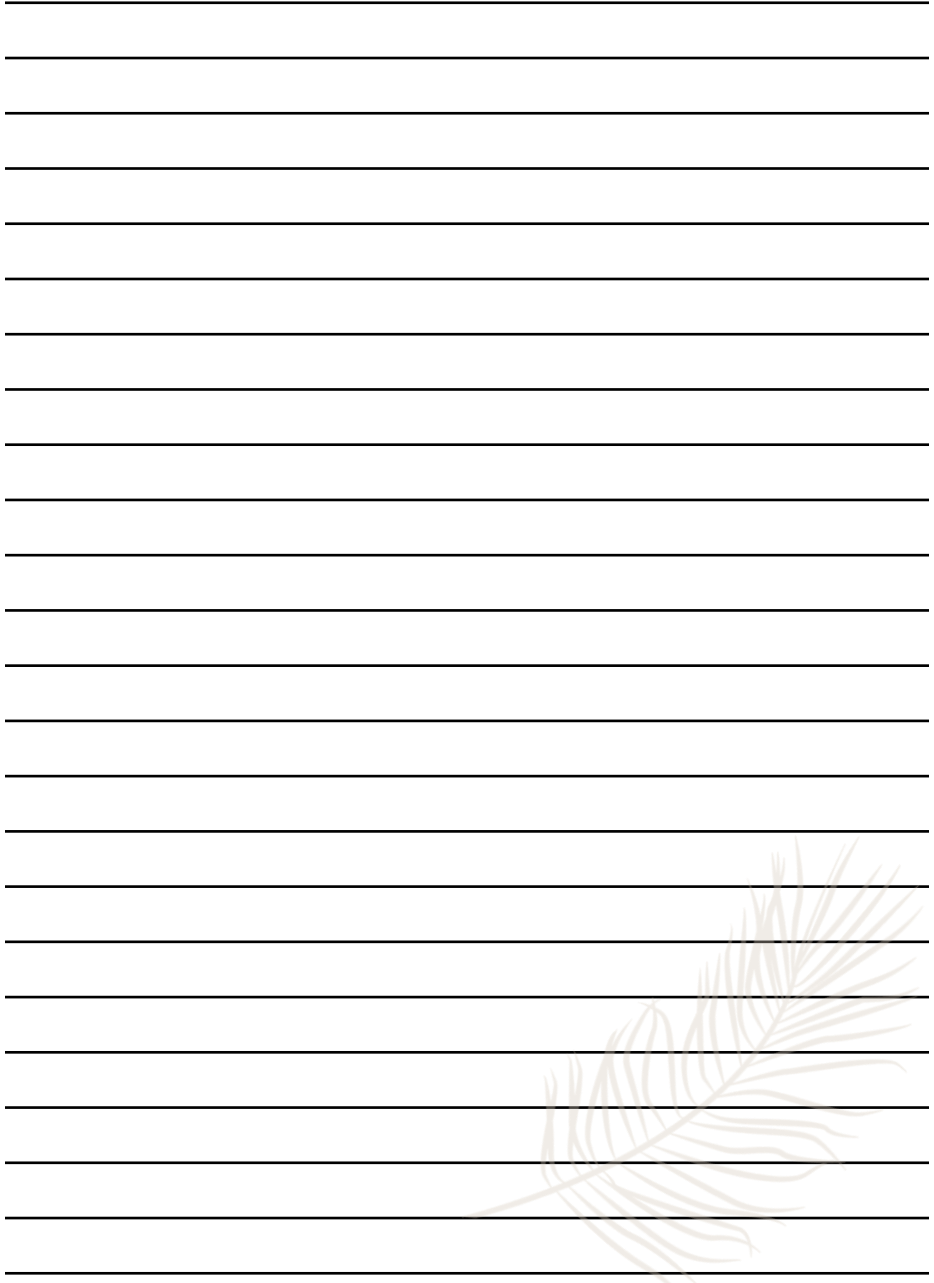


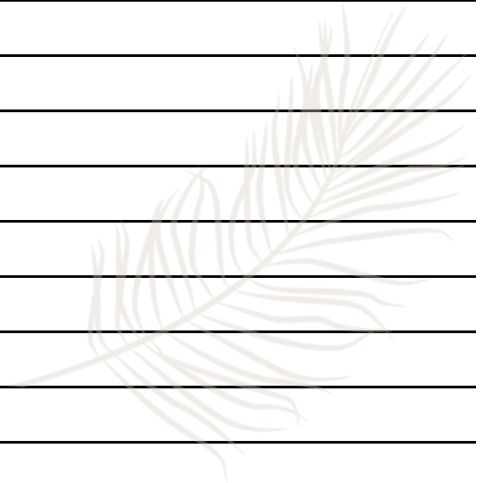
END OF THE YEAR REFLECTION

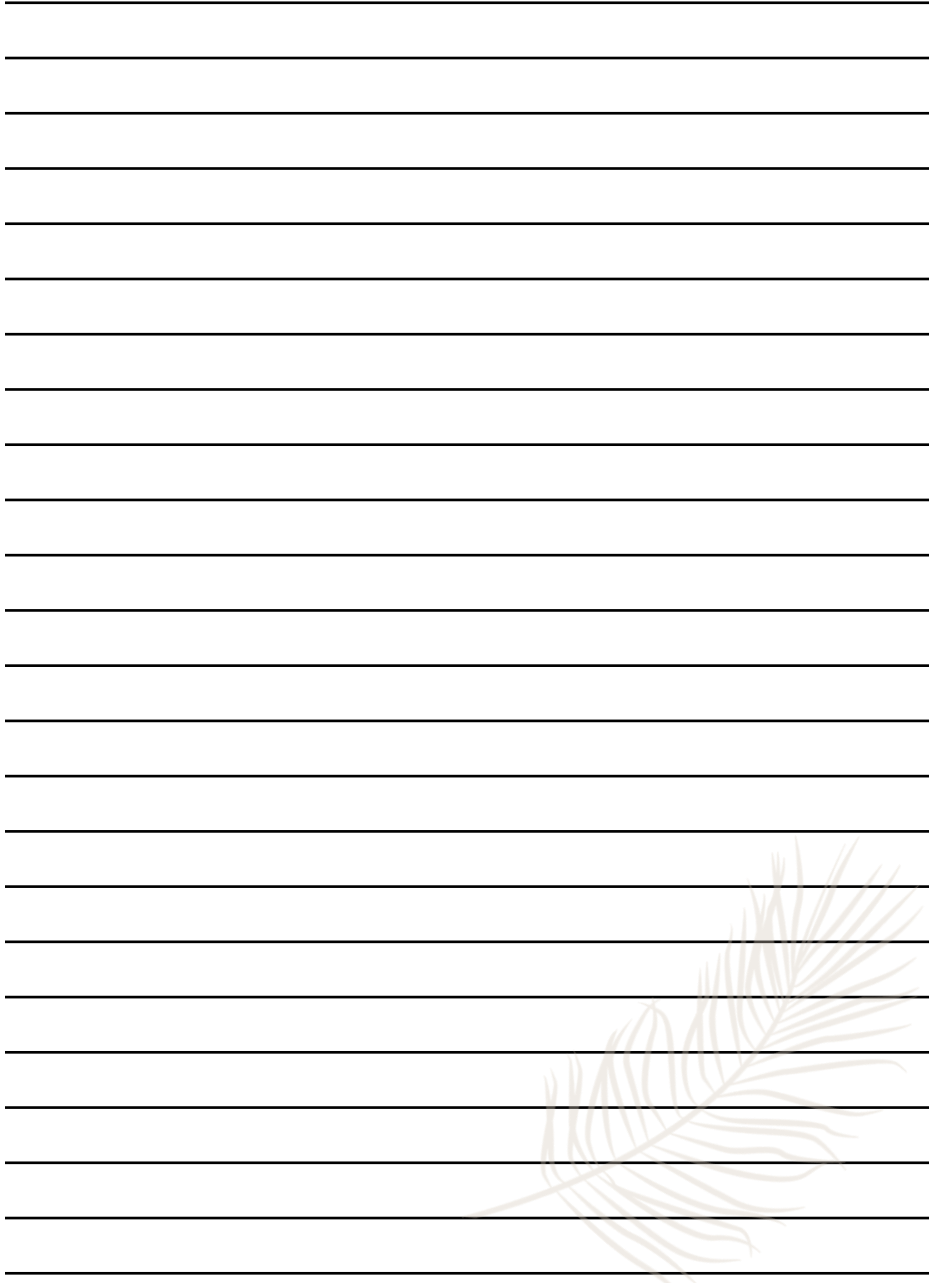
Review what you wrote on the beginning of this planner about your life's vision. Have you progressed towards your goals? Are you nearer the life you want?

List your goals for next year. Divide them in smaller goals. Think about how you can achieve them. What are your next steps?

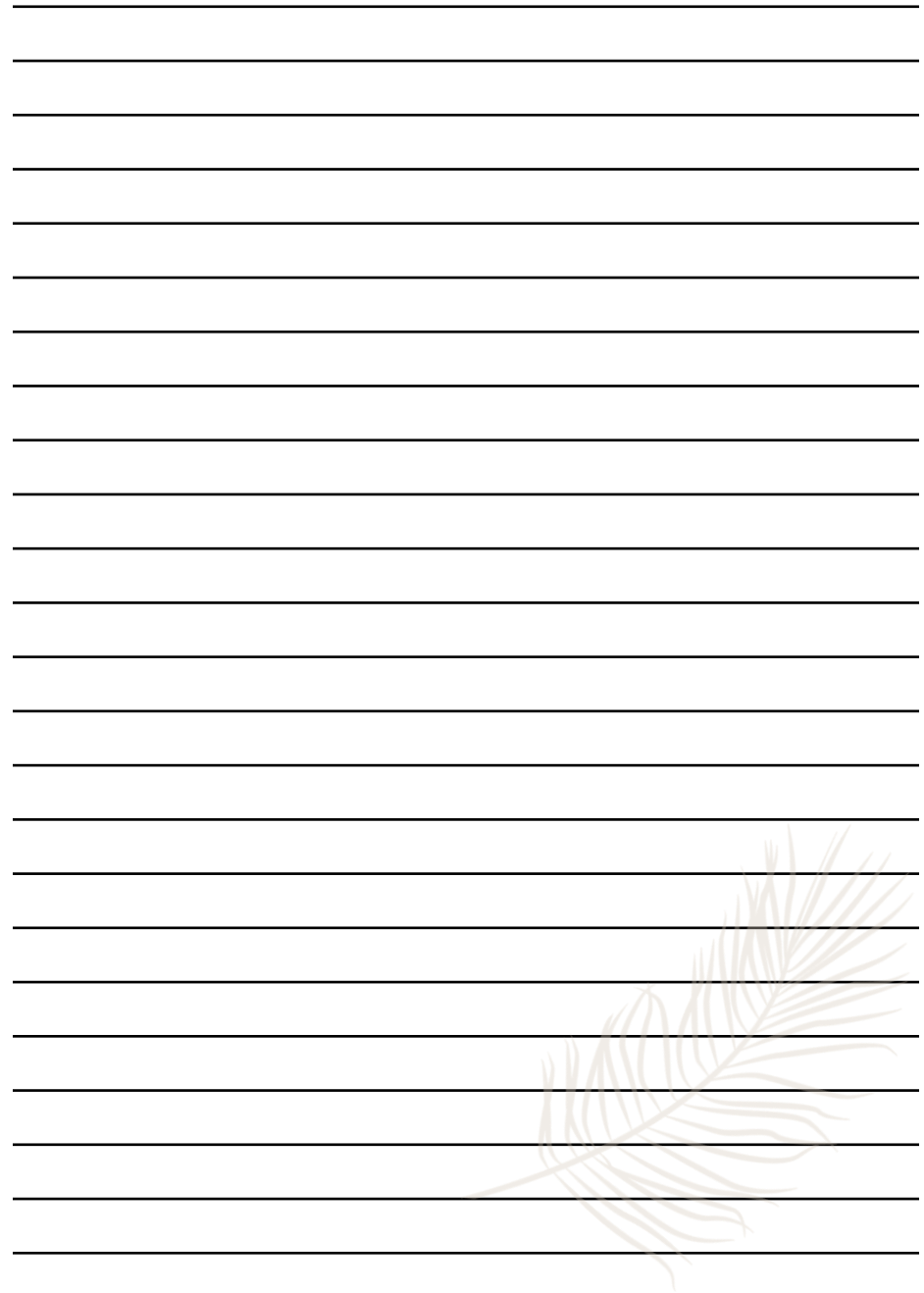


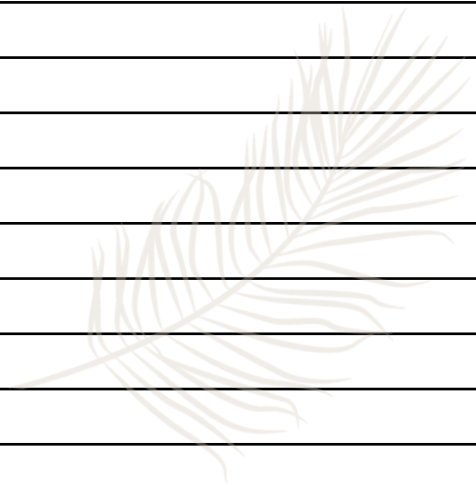


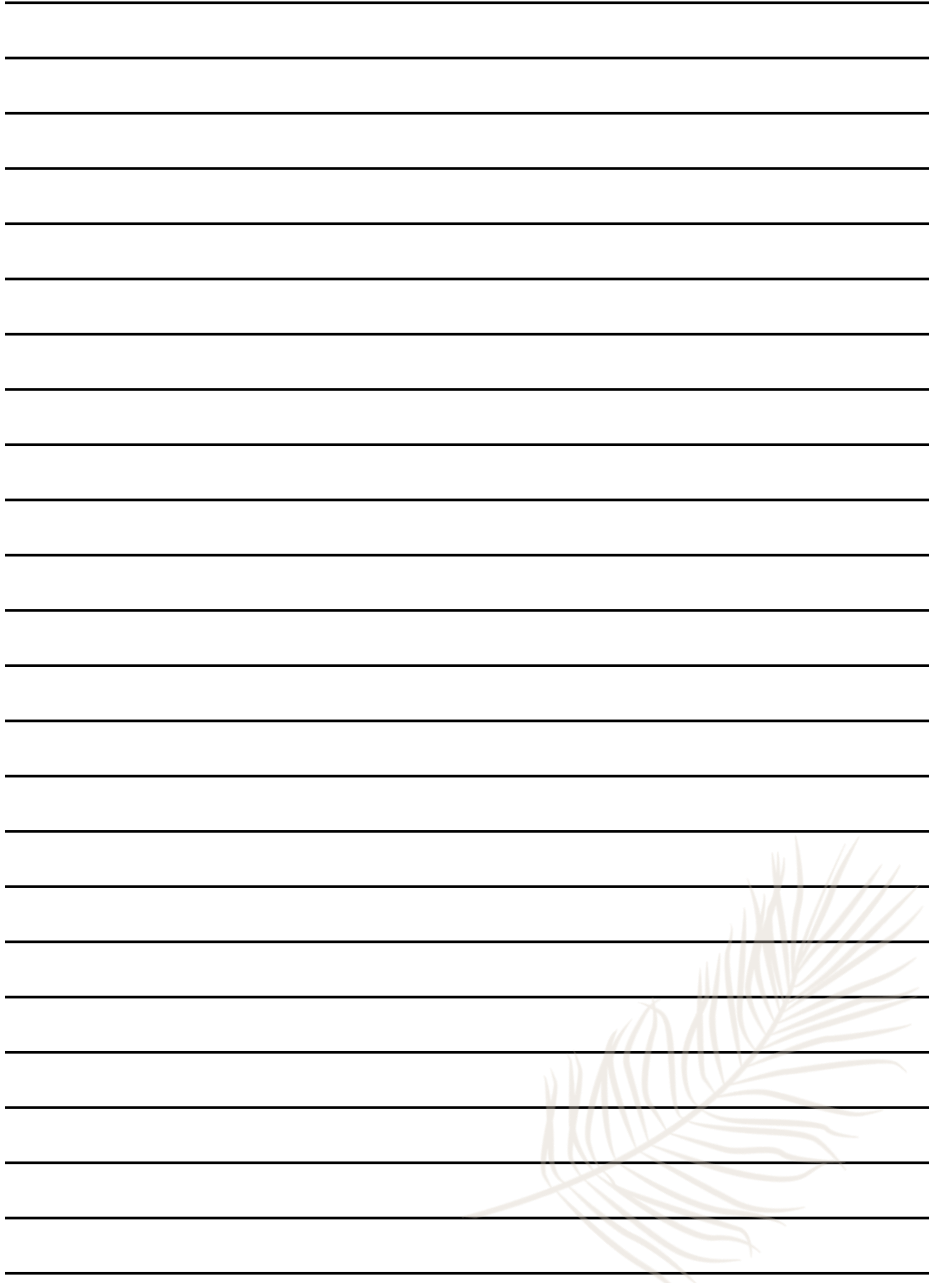


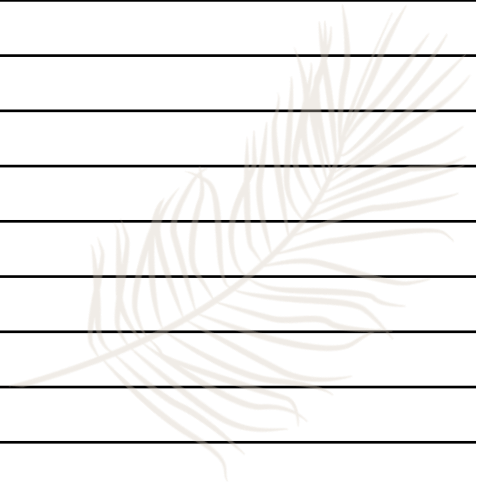


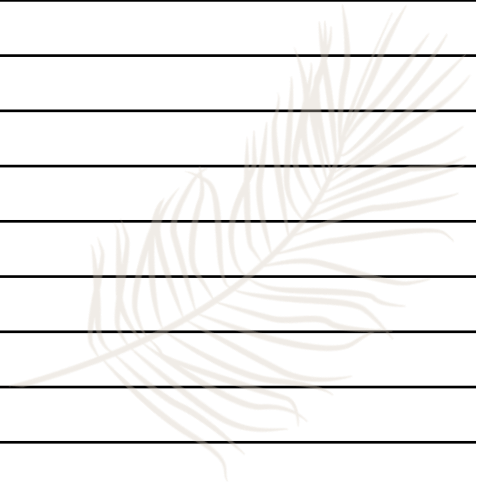
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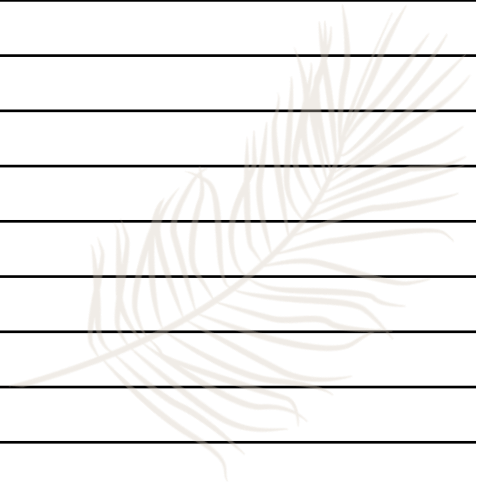


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