

# Productivity PLANNER



THE *Savvy* COUPLE

# LIFE *Changes*

WHERE AM I NOW? {WHAT LIFE SITUATION DO YOU DESIRE TO CHANGE?}	WHERE DO I WANT TO BE? {WHAT GOAL DO I HAVE}	HOW DO I GET THERE? {WHAT ARE THE NEXT STEPS TO ACCOMPLISH THE GOAL?}

# GOAL *Planning*

WHAT GOAL AM I TRYING TO ACCOMPLISH & WHY IS IT SO IMPORTANT?

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WHAT ARE THE MAIN GOALS TO ACCOMPLISH THIS OBJECTIVE?

WHAT ARE THE STEPS IN ORDER TO COMPLETE THE OBJECTIVE?

TARGET COMPLETION DATE:		

TARGET COMPLETION DATE:		

TARGET COMPLETION DATE:		

# YEARLY *Goals*

## JANUARY GOALS

## FEBRUARY GOALS

## MARCH GOALS

## APRIL GOALS

## MAY GOALS

## JUNE GOALS

## JULY GOALS

## AUGUST GOALS

## SEPTEMBER GOALS

## OCTOBER GOALS

## NOVEMBER GOALS

## DECEMBER GOALS

# MONTHLY *Goals*

**MONTH:** \_\_\_\_\_

**FOCUS:** \_\_\_\_\_

## MONTHLY GOALS LIST

**1**

**GOAL:**

**2**

**GOAL:**

**3**

**GOAL:**

**ACTION STEPS:**

☐
☐
☐

**ACTION STEPS:**

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**ACTION STEPS:**

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☐
☐

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 PRIORITIES *Masterlist*

PERSONAL

WORK

## TOP PRIORITY {URGENT- IMPORTANT}



## HIGH VALUE {URGENT – NOT IMPORTANT}



NOTES & OTHER PRIORITIES

# GOAL MINDMAP & *Doodles*

# PRODUCTIVITY *Limits*

## LIMITING YOUR PRODUCTIVITY

WHAT ARE 3 DISTRACTIONS THAT KEEP YOU FROM BEING PRODUCTIVE?

**DISTRACTION 1:**

**DISTRACTION 2:**

**DISTRACTION 3:**

## CREATE AN ACTION PLAN

WHAT ARE SOME STRATEGIES YOU CAN USE TO DEAL WITH THOSE DISTRACTIONS?

**DISTRACTION 1:**

**DISTRACTION 2:**

**DISTRACTION 3:**

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WHAT COULD YOU BE DOING TO BE MORE PRODUCTIVE?



# PAIN *Points*

## WHAT ARE PAIN POINTS WITHIN YOUR DAY?

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# GETTING MORE DONE *With Kids*

**MAKE MANAGEABLE GOALS**

**LET THINGS GO**

**INVOLVE YOUR KIDS**

**MEAL PLAN & FREEZER COOKING**

**CREATE A FAMILY ROUTINE**

**BABY WEAR**

**BECOME MINIMALIST**

**FIND AREAS TO AUTOMATE**

**CREATE SYSTEMS**

**DELEGATE TO YOUR PARTNER**

**COMPLETE A TIME BUDGET AUDIT**

**TIME BLOCK YOUR DAY**

# TASKS TO DELEGATE *To Spouse*



**SCHOOL PICKUP & DROP OFF**



**LAUNDRY**



**MAKING MEALS**



**GROCERY PICKUP**



**CLEANING BATHROOMS**



**DISHES**



**TAKE CARE OF THE PETS**



**BILL PAYING**



**LANDSCAPING**



**BATHTIME/NIGHT TIME ROUTINE**



**SCHEDULE DOCTOR/DENTIST APPS**



**PLANNING FAMILY ACTIVITIES**

# TO-DO *List*

MUST GET DONE TODAY:	✓
1.	
2.	
3.	



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# TIME BUDGET *Template*

**EXAMPLE**

ACTIVITY	M	T	W	T	F	S	S	WEEKLY TOTAL IN MINS	WEEKLY TOTAL IN HOURS
COMMUTING TO & FROM WORK	40	40	40	40	40			200	3.3
EXERCISE		30		30		30		90	1.5
FAMILY TIME	120	120	120	120	120	660	660	1920	32
MEAL PREPPING	40	30	50	45	20	105	180	470	7.8
WATCHING TV	60	60	60	60	60	180	180	660	11
LAUNDRY		5		10		30	60	105	1.75
TOTAL NUMBER OF HOURS THIS WEEK:									57.35

# TIME BUDGET *Template*

ACTIVITY	M	T	W	T	F	S	S	WEEKLY TOTAL IN MINS	WEEKLY TOTAL IN HOURS
TOTAL NUMBER OF HOURS THIS WEEK:									

# PROJECT *Planner*

PROJECT NAME:	START DATE:	DUE DATE:
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PROJECT GOAL:

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ACTION STEPS		DUE DATE	✓

NOTES

PROGRESS TRACKER									
1	2	3	4	5	6	7	8	9	10

THE *Savvy* COUPLE

# IDEAL *Morning*

## BEFORE KIDS WAKE:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## BEFORE KIDS LEAVE:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## TOP PRIORITIES:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## MEAL PLAN FOR TODAY:

B: \_\_\_\_\_

S: \_\_\_\_\_

L: \_\_\_\_\_

S: \_\_\_\_\_

D: \_\_\_\_\_

## HOUSEHOLD CHORES:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## NOTES:



# IDEAL *Morning*

**EXAMPLE**

## BEFORE KIDS WAKE:

- ☐ GET DRESSED
- ☐ HAIR/MAKEUP
- ☐ COFFEE
- ☐ GRATITUDE JOURNAL
- ☐ \_\_\_\_\_

## BEFORE KIDS LEAVE:

- ☐ DRESSED
- ☐ TEETH BRUSHED
- ☐ BREAKFAST
- ☐ LUNCH & SNACK PACKED
- ☐ BOOK BAGS PACKED

## TOP PRIORITIES:

- ☐ GO FOR A RUN
- ☐ COOK DINNER
- ☐ READ 2 CHAPTERS

## MEAL PLAN FOR TODAY:

B: BREAKFAST SANDWICHES  
S: YOGURT AND MEAL BAR  
L: SALAD  
S: FRUIT/CHEESE/NUTS  
D: LASAGNA

## HOUSEHOLD CHORES:

- ☐ 1 LOAD OF LAUNDRY
- ☐ UNLOAD THE  
DISHWASHER
- ☐ EMPTY GARBAGES
- ☐ \_\_\_\_\_

## NOTES:

THE *Savvy* COUPLE

# IDEAL *Evening*

## BEFORE KIDS SLEEP:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## BEFORE BED:

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- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## TOMORROW'S GOALS:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## TODAY'S ACCOMPLISHMENTS:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## HOUSEHOLD CHORES:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## NOTES:

# IDEAL *Evening*

**EXAMPLE**

## BEFORE KIDS SLEEP:

- ☐ BATHS
- ☐ CLOTHES PICKED OUT
- ☐ LUNCHES MADE
- ☐ BOOK BAGS PACKED
- ☐ READ BOOKS

## BEFORE BED:

- ☐ SHOWER
- ☐ PICK OUT CLOTHES
- ☐ STRETCH
- ☐ DRINK CALM TEA
- ☐ LEAVE PHONE IN OTHER ROOM

## TOMORROW'S GOALS:

- ☐ SCHEDULE A GIRLS NIGHT
- ☐ WEEKLY BUDGET
- ☐ RETURN BOOKS TO LIBRARY

## TODAY'S ACCOMPLISHMENTS:

- ☐ 2 MILE RUN
- ☐ 1 CHAPTER IN BOOK
- ☐ HOME COOKED MEAL

## HOUSEHOLD CHORES:

- ☐ RUN THE DISHWASHER
- ☐ 1 LOAD OF LAUNDRY
- ☐ CLEAN KITCHEN COUNTERS
- ☐ ORGANIZE & DECLUTTER

## NOTES:

THE *Savvy* COUPLE

# TIME BLOCKING *Schedule*

MORNING		
MORNING WORK		
LUNCH		
AFTERNOON WORK		
EVENING		
NIGHTTIME		

# TIME BLOCKING Sch

**EXAMPLE**

<b>MORNING</b>	6:00 AM - 9:00 AM	<input type="checkbox"/> WAKE UP <input type="checkbox"/> MAKE BED <input type="checkbox"/> HAVE COFFEE <input type="checkbox"/> GET READY FOR THE DAY <input type="checkbox"/> UNLOAD DISHWASHER <input type="checkbox"/> START KIDS BREAKFAST
<b>MORNING WORK</b>	9:00 AM - 12:00 PM	<input type="checkbox"/> COMMUTE TO WORK <input type="checkbox"/> HARD WORK TASKS FIRST
<b>LUNCH</b>	12:00 PM - 1:00 PM	<input type="checkbox"/> EAT LUNCH <input type="checkbox"/> SCHEDULE APPOINTMENTS <input type="checkbox"/> CHECK SOCIAL MEDIA
<b>AFTERNOON WORK</b>	1:00 PM - 5:00 PM	<input type="checkbox"/> EASY/MINDLESS WORK TASKS <input type="checkbox"/> COMMUTE HOME
<b>EVENING</b>	5:00 PM - 8:00 PM	<input type="checkbox"/> PREPARE & HAVE DINNER <input type="checkbox"/> ASSIST WITH HOMEWORK <input type="checkbox"/> LOAD THE DISHWASHER <input type="checkbox"/> CLEAN THE KITCHEN
<b>NIGHTTIME</b>	8:00 PM - 10:30 PM	<input type="checkbox"/> RELAX <input type="checkbox"/> SPEND TIME WITH SIGNIFICANT OTHER <input type="checkbox"/> WATCH A SHOW <input type="checkbox"/> READ BOOK <input type="checkbox"/> SHOWER <input type="checkbox"/> PICK OUT CLOTHES FOR TOMORROW

# IMPORTANT *Dates*

**JANUARY**

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**FEBRUARY**

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**MARCH**

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**APRIL**

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**MAY**

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**JUNE**

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**JULY**

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**AUGUST**

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**SEPTEMBER**

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**OCTOBER**

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**NOVEMBER**

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**DECEMBER**

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## DAILY Schedule

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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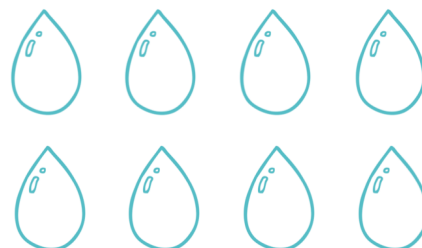
## TOP THREE GOALS

**1.**

**2.**

### 3.

## HEALTH



## EXERCISE

## TO-DO LIST

- ☐ \_\_\_\_\_

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## THE *Savvy* COUPLE

# JANUARY *Planner*

## MONDAY

## TUESDAY

# WEDNESDAY

## TOP GOALS

## TO-DO LIST



## NOTES

7



**YEAR:** \_\_\_\_\_

## THURSDAY

## FRIDAY

## SATURDAY

## SUNDAY

A 6x6 grid with a light gray background. Each of the 36 cells contains a small square in its top-right corner. The squares are colored in a repeating pattern: yellow, cyan, magenta, and teal. The colors are arranged in a 2x2 block pattern that repeats every two rows and two columns. Specifically, the top-left square of each 2x2 block is yellow, the top-right is cyan, the bottom-left is magenta, and the bottom-right is teal. This pattern repeats across the entire 6x6 grid.

# JANUARY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
7:00 AM			7:00 AM
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# WEEK OF

FRIDAY	SATURDAY	SUNDAY
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TOP GOALS

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NOTES

# JANUARY

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# WEEK OF

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TOP GOALS

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# JANUARY

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TOP GOALS

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NOTES

# FEBURARY *Planner*

# MONDAY

## TUESDAY

# WEDNESDAY

## TOP GOALS

## TO-DO LIST



## NOTES

[illegible]

**YEAR:** \_\_\_\_\_

## THURSDAY

## FRIDAY

## SATURDAY

## SUNDAY

A 6x6 grid with a repeating pattern of colored squares. The pattern consists of four colors: yellow, cyan, magenta, and teal. In each row, the squares are located at columns 2, 4, 5, and 6. The colors repeat every two rows: Row 1 has yellow, cyan, magenta, and teal; Row 2 has yellow, cyan, magenta, and teal; Row 3 has yellow, cyan, magenta, and teal; Row 4 has yellow, cyan, magenta, and teal; Row 5 has yellow, cyan, magenta, and teal; Row 6 has yellow, cyan, magenta, and teal.

# FEBURARY

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TOP GOALS

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# FEBURARY

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NOTES

# MARCH *Planner*

# MONDAY

## TUESDAY

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**YEAR:** \_\_\_\_\_

## THURSDAY

## FRIDAY

## SATURDAY

## SUNDAY

A 6x6 grid with a repeating pattern of colored squares. The pattern consists of yellow squares in the second column, cyan squares in the third column, magenta squares in the fifth column, and teal squares in the sixth column, all in the first row of each 2x2 block. This results in a total of 12 yellow, 12 cyan, 12 magenta, and 12 teal squares across the entire grid.



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NOTES

# APRIL Planner

# MONDAY

# TUESDAY

# WEDNESDAY

## TOP GOALS

## TO-DO LIST



## NOTES

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**YEAR:** \_\_\_\_\_

## THURSDAY

## FRIDAY

## SATURDAY

# SUNDAY

A 6x6 grid with a light gray background. Each of the 36 cells contains a small square in its top-right corner. The squares are colored in a repeating pattern: yellow, cyan, magenta, and teal. The colors are arranged in a 2x2 block pattern that repeats every two rows and two columns. Specifically, the top-left square of each 2x2 block is yellow, the top-right is cyan, the bottom-left is magenta, and the bottom-right is teal. This pattern repeats across the entire 6x6 grid.

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NOTES

# MAY Planner

# MONDAY

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# WEDNESDAY

## TOP GOALS

## TO-DO LIST

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## NOTES

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**YEAR:** \_\_\_\_\_

## THURSDAY

## FRIDAY

## SATURDAY

## SUNDAY

A 6x6 grid with a light gray background. Each of the 36 cells contains a small square in its top-right corner. The squares are colored in a repeating pattern: yellow, cyan, magenta, and teal. The colors are arranged in a 2x2 block pattern that repeats every two rows and two columns. Specifically, the top-left square of each 2x2 block is yellow, the top-right is cyan, the bottom-left is magenta, and the bottom-right is teal. This pattern repeats across the entire 6x6 grid.



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NOTES

# JUNE Planner

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## NOTES

[illegible]

**YEAR:** \_\_\_\_\_

## THURSDAY

## FRIDAY

## SATURDAY

## SUNDAY

A 6x6 grid with a repeating pattern of colored squares. The pattern consists of yellow squares at (row, col) = (1, 2), (2, 1), (3, 2), (4, 1), (5, 2), (6, 1); cyan squares at (1, 4), (2, 3), (3, 4), (4, 3), (5, 4), (6, 3); magenta squares at (1, 6), (2, 5), (3, 6), (4, 5), (5, 6), (6, 5); and teal squares at (1, 8), (2, 7), (3, 8), (4, 7), (5, 8), (6, 7). The grid is divided into four 3x3 quadrants by a central vertical and horizontal line.

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NOTES



# JULY Planner

# MONDAY

## TUESDAY

# WEDNESDAY

## TOP GOALS

## TO-DO LIST



2

## NOTES

[illegible]

**YEAR:** \_\_\_\_\_

## THURSDAY

## FRIDAY

## SATURDAY

## SUNDAY

A 6x6 grid with a light gray background. Each of the 36 cells contains a small square in its top-right corner. The squares are colored in a repeating pattern: yellow, cyan, magenta, and teal. The colors are arranged in a 2x2 block pattern that repeats every two rows and two columns. Specifically, the top-left square of each 2x2 block is yellow, the top-right is cyan, the bottom-left is magenta, and the bottom-right is teal. This pattern repeats across the entire 6x6 grid.

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NOTES

# AUGUST Planner

# MONDAY

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## TOP GOALS

## TO-DO LIST



## NOTES



10

**YEAR:** \_\_\_\_\_

## THURSDAY

## FRIDAY

## SATURDAY

## SUNDAY

A 6x6 grid with a repeating pattern of colored squares. The pattern consists of yellow squares in the second column, cyan squares in the third column, magenta squares in the fourth column, and teal squares in the sixth column, all in the first row of each 2x2 block. This results in a total of 12 yellow, 12 cyan, 12 magenta, and 12 teal squares across the entire grid.

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TOP GOALS

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NOTES

# SEPTEMBER *Planner*

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**YEAR:** \_\_\_\_\_

## THURSDAY

## FRIDAY

## SATURDAY

## SUNDAY

A 6x6 grid with a light gray background. Each of the 36 cells contains a small square in its top-right corner. The squares are colored in a repeating pattern: yellow, cyan, magenta, and teal. The colors are arranged in a 2x2 block pattern that repeats every two rows and two columns. Specifically, the top-left square of each 2x2 block is yellow, the top-right is cyan, the bottom-left is magenta, and the bottom-right is teal. This pattern repeats across the entire 6x6 grid.

# SEPTEMBER

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TOP GOALS

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NOTES

# OCTOBER Planner

# MONDAY

# TUESDAY

# WEDNESDAY

## TOP GOALS

## TO-DO LIST

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## NOTES

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**YEAR:** \_\_\_\_\_

## THURSDAY

## FRIDAY

## SATURDAY

## SUNDAY

A 6x6 grid with a light gray background. Each of the 36 cells contains a small square in its top-right corner. The squares are colored in a repeating pattern: yellow, cyan, magenta, and teal. The colors are arranged in a 2x2 block pattern that repeats every two rows and two columns. Specifically, the top-left square of each 2x2 block is yellow, the top-right is cyan, the bottom-left is magenta, and the bottom-right is teal. This pattern repeats across the entire 6x6 grid.



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NOTES

# NOVEMBER *Planner*

# MONDAY

## TUESDAY

# WEDNESDAY

## TOP GOALS

## TO-DO LIST



## NOTES

10

**YEAR:** \_\_\_\_\_

## THURSDAY

## FRIDAY

## SATURDAY

# SUNDAY

A 6x6 grid with a repeating pattern of colored squares. The pattern consists of four colors: yellow, cyan, magenta, and teal. In each row, the squares are located at columns 2, 4, 5, and 6. The colors repeat every two rows: Row 1 has yellow, cyan, magenta, and teal; Row 2 has yellow, cyan, magenta, and teal; Row 3 has yellow, cyan, magenta, and teal; Row 4 has yellow, cyan, magenta, and teal; Row 5 has yellow, cyan, magenta, and teal; Row 6 has yellow, cyan, magenta, and teal.

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TOP GOALS

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NOTES

# NOVEMBER

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
7:00 AM			7:00 AM
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# WEEK OF

FRIDAY	SATURDAY	SUNDAY
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TOP GOALS

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NOTES

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TOP GOALS

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NOTES

# DECEMBER *Planner*

# MONDAY

## TUESDAY

# WEDNESDAY

## TOP GOALS

## TO-DO LIST



## NOTES

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**YEAR:** \_\_\_\_\_

## THURSDAY

## FRIDAY

## SATURDAY

## SUNDAY

A 6x6 grid with a light gray background. Each of the 36 cells contains a small square in its top-right corner. The squares are colored in a repeating pattern: yellow, cyan, magenta, and teal. The colors are arranged in a 2x2 block pattern that repeats every two rows and two columns. Specifically, the top-left cell of each 2x2 block is yellow, the top-right is cyan, the bottom-left is magenta, and the bottom-right is teal. This pattern repeats across the entire 6x6 grid.



# DECEMBER

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