

BUSINESS  
**PROFESSIONAL**  
*Planner*

2

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3



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## OVERVIEW

- VISION BOARD
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- MONTH OF JANUARY
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- MONTH OF MARCH
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- MONTH OF AUGUST
- MONTH OF SEPTEMBER
- MONTH OF OCTOBER
- MONTH OF NOVEMBER
- MONTH OF DECEMBER

## ONLINE PRESENCE

- CONTENT CALENDAR
- SOCIAL MEDIA TRACKER
- AD CAMPAIGN
- MEETING & CALL NOTES
- HABIT TRACKER
- NOTES
- READING LIST

## WEEKLY PLAN

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	32
33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48
49	50	51	52				

## RECAP & REFLECTIONS

- MEETING & CALL NOTES
- HABIT TRACKER
- NOTES
- READING LIST

## DAILY PLAN

### JANUARY

							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						

### FEBRUARY

		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						

### MARCH

			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			

### APRIL

						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	

### MAY

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					

### JUNE

			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			

### JULY

							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								

### AUGUST

		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					

### SEPTEMBER

							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				

## BUSINESS PLANNING & ORGANIZATION

- ORG STRUCTURE
- GOAL PLANNING
- KEY DATES
- CONTACT LIST
- PROFESSIONAL DEVELOPMENT
- RESOURCES & TOOLS
- TASK LIST
- PROJECT PLANNING

## FINANCES

- BUDGET TRACKER
- FINANCIALS
- VEHICLE MILEAGE LOG
- MEALS EXPENSE LOG
- TAX PREP CHECKLIST

### OCTOBER

								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							

### NOVEMBER

			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					

### DECEMBER

							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			



# VISION BOARD

BUSINESS GROWTH

PROFESSIONAL DEVELOPMENT

ONLINE PRESENCE

FINANCES

WELLNESS

COMMUNITY IMPACT

CHARITY

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# YEARLY OVERVIEW

## BUSINESS VALUE AND MISSION

- 1 .....
- 2 .....
- 3 .....
- 4 .....

## MAP OUT

### BUSINESS GROWTH PLAN

JAN	FEB	MAR	APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC

## OPPORTUNITIES OF FOCUS

## ORGANIZATION IMPACT

- 1 .....
- 2 .....
- 3 .....
- 4 .....

### TAX PLANNING STRATEGY

### REVENUE STREAMS

### SUCCESSFUL TAX PLANNING TIPS

BUSINESS ENTITY STRUCTURE  
 TAX FILING STATUS  
 MAX OUT RETIREMENT CONTRIBUTIONS  
 START HSA FOR EMPLOYEES  
 CARRYOVER DEDUCTIONS  
 DEFER TAXABLE INCOME  
 CHARITABLE GIVING  
 GET WITH A TRUSTED CPA

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GET ORGANIZED  
 CHOOSE THE BEST STRATEGY &  
 ACCOUNTING METHOD FOR YOUR  
 BUSINESS  
 UNDERSTAND TAX OBLIGATIONS  
 UNDERSTAND YOUR TAX OBLIGATIONS  
 USE AN ACCOUNTING SOFTWARE TO  
 STAY UP-TO-DATE

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# QUARTERLY OVERVIEW

## Q1

JANUARY

FEBRUARY

MARCH

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PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			

Q1 PERFORMANCE	TARGETS
FINANCIAL	
MARKETING	
SOCIAL MEDIA	

NEXT QUARTER ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# QUARTERLY OVERVIEW

## Q2

APRIL

MAY

JUNE

--	--	--

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			

Q2 PERFORMANCE	TARGETS
FINANCIAL	
MARKETING	
SOCIAL MEDIA	

NEXT QUARTER ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# QUARTERLY OVERVIEW

Q3

JULY

AUGUST

SEPTEMBER

--	--	--

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			

Q3 PERFORMANCE	TARGETS
FINANCIAL	
MARKETING	
SOCIAL MEDIA	

NEXT QUARTER ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# QUARTERLY OVERVIEW

Q4

OCTOBER

NOVEMBER

DECEMBER

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PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			

Q4 PERFORMANCE	TARGETS	NEXT QUARTER ADJUSTMENTS
FINANCIAL		
MARKETING		
SOCIAL MEDIA		

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# JANUARY OVERVIEW 2023

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 1							1
	2	3	4	5	6	7	8
WEEK 2	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
WEEK 3	23	24	25	26	27	28	29
	30	31					

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			

MONTHLY PERFORMANCE	TARGETS
FINANCIAL	
MARKETING	
SOCIAL MEDIA	

NEXT MONTH'S ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 1 - SUNDAY

## SCHEDULE

6	
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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# JAN 2 - MONDAY

## SCHEDULE

6	
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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# JAN 3 - TUESDAY

## SCHEDULE

6	
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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 4 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 5 - THURSDAY

## SCHEDULE

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9	
10	
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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 6 - FRIDAY

## SCHEDULE

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10	
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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# JAN 7 - SATURDAY

## SCHEDULE

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10	
11	

## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 8 - SUNDAY

## SCHEDULE

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8	
9	
10	
11	

## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 9 - JAN 15

# W2

MONDAY, 9 JAN

SCHEDULE/OVERVIEW

NOTES

SATURDAY, 14 JAN

SCHEDULE/OVERVIEW

NOTES

SUNDAY, 15 JAN

SCHEDULE/OVERVIEW

NOTES

TUESDAY, 10 JAN

SCHEDULE/OVERVIEW

NOTES

WEDNESDAY, 11 JAN

SCHEDULE/OVERVIEW

NOTES

THURSDAY, 12 JAN

SCHEDULE/OVERVIEW

NOTES

FRIDAY, 13 JAN

SCHEDULE/OVERVIEW

NOTES

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

### 😊 WEEK'S SUCCESSES

### 🚫 WEEK'S CHALLENGES

### NEXT WEEK'S ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 9 - MONDAY

## SCHEDULE

6	
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9	
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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 10 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 11 - WEDNESDAY

## SCHEDULE

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10	
11	

## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 12 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 13 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# JAN 14 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 15 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 16 - JAN 22

# W3

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 16 JAN	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 21 JAN	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 17 JAN	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 22 JAN	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

WEDNESDAY, 18 JAN	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 19 JAN	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 20 JAN	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# JAN 16 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 17 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 18 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 19 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 20 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# JAN 21 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 22 - SUNDAY

## SCHEDULE

6	
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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 23 - JAN 29

## W4

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 23 JAN	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 28 JAN	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 24 JAN	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 29 JAN	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
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WEDNESDAY, 25 JAN	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 26 JAN	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 27 JAN	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# JAN 23 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 24 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 25 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 26 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 27 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# JAN 28 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 29 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 30 - FEB 5

# W5

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 30 JAN	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 4 FEB	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 31 JAN	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 5 FEB	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
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WEDNESDAY, 1 FEB	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 2 FEB	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 3 FEB	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# JAN 30 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JAN 31 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEBRUARY OVERVIEW 2023

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 5			1	2	3	4	5
WEEK 6	6	7	8	9	10	11	12
WEEK 7	13	14	15	16	17	18	19
WEEK 8	20	21	22	23	24	25	26
WEEK 9	27	28					

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			

MONTHLY PERFORMANCE		TARGETS
FINANCIAL		
MARKETING		
SOCIAL MEDIA		

NEXT MONTH'S ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 1 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 2 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# FEB 3 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 4- SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 5 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 6 - FEB 12

# W6

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 6 FEB	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 11 FEB	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 7 FEB	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 12 FEB	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 8 FEB	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 9 FEB	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 10 FEB	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# FEB 6 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# FEB 7 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# FEB 8 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# FEB 9 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# FEB 10 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 11 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 12 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 13 - FEB 19

## W7

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 13 FEB	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 18 FEB	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 14 FEB	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 19 FEB	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 15 FEB	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 16 FEB	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 17 FEB	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# FEB 13 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# FEB 14 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# FEB 15 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 16 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# FEB 17 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 18 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 19 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# FEB 20 - FEB 26

## W8

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 20 FEB	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 25 FEB	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 21 FEB	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 26 FEB	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 22 FEB	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 23 FEB	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 24 FEB	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# FEB 20 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

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3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# FEB 21 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 22 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 23 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC





# FEB 24 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 25 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 26 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 27 - MAR 5

## W9

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 27 FEB	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 4 MAR	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 28 FEB	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 5 MAR	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
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10.			

WEDNESDAY, 1 MAR	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 2 MAR	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 3 MAR	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# FEB 27 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# FEB 28 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MARCH OVERVIEW 2023

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 9			1	2	3	4	5
WEEK 10	6	7	8	9	10	11	12
WEEK 11	13	14	15	16	17	18	19
WEEK 12	20	21	22	23	24	25	26
WEEK 13	27	28	28	29	30	31	

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			

MONTHLY PERFORMANCE		TARGETS
FINANCIAL		
MARKETING		
SOCIAL MEDIA		

NEXT MONTH'S ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 1 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# MAR 2 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 3 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 4 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 5 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 6 - MAR 12

# W10

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 6 MAR	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 11 MAR	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 7 MAR	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 12 MAR	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
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WEDNESDAY, 8 MAR	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 9 MAR	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 10 MAR	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# MAR 6 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 7 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 8 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# MAR 9 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 10 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 11 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 12 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 13 - MAR 19

# W11

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 13 MAR	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 18 MAR	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 14 MAR	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 19 MAR	SCHEDULE/OVERVIEW
NOTES	

WEDNESDAY, 15 MAR	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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THURSDAY, 16 MAR	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

FRIDAY, 17 MAR	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

### NEXT WEEK'S ADJUSTMENTS



# MAR 13 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 14 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 15 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# MAR 16 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 17 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 18 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 19 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

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3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 20 - MAR 26

# W12

MONDAY, 20 MAR

SCHEDULE/OVERVIEW

NOTES

SATURDAY, 25 MAR

SCHEDULE/OVERVIEW

NOTES

TUESDAY, 21 MAR

SCHEDULE/OVERVIEW

NOTES

SUNDAY, 26 MAR

SCHEDULE/OVERVIEW

NOTES

WEDNESDAY, 22 MAR

SCHEDULE/OVERVIEW

NOTES

THURSDAY, 23 MAR

SCHEDULE/OVERVIEW

NOTES

FRIDAY, 24 MAR

SCHEDULE/OVERVIEW

NOTES

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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### 😊 WEEK'S SUCCESSES

### 🚫 WEEK'S CHALLENGES

### NEXT WEEK'S ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 20 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

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## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 21 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

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## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 22 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

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## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# MAR 23 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

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## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 24 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 25 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 26 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 27 - APR 2

# W13

MONDAY, 27 MAR

SCHEDULE/OVERVIEW

NOTES

SATURDAY, 1 APR

SCHEDULE/OVERVIEW

NOTES

TUESDAY, 28 MAR

SCHEDULE/OVERVIEW

NOTES

SUNDAY, 2 APR

SCHEDULE/OVERVIEW

NOTES

WEDNESDAY, 29 MAR

SCHEDULE/OVERVIEW

NOTES

THURSDAY, 30 MAR

SCHEDULE/OVERVIEW

NOTES

FRIDAY, 31 MAR

SCHEDULE/OVERVIEW

NOTES

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
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### 😊 WEEK'S SUCCESSES

### 🚫 WEEK'S CHALLENGES

### NEXT WEEK'S ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 27 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 28 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 29 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# MAR 30 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAR 31 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APRIL OVERVIEW 2023

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 13						1	2
WEEK 14	3	4	5	6	7	8	9
WEEK 15	10	11	12	13	14	15	16
WEEK 16	17	18	19	20	21	22	23
WEEK 17	24	25	26	27	28	29	30

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			

MONTHLY PERFORMANCE		TARGETS
FINANCIAL		
MARKETING		
SOCIAL MEDIA		

NEXT MONTH'S ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 1 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# APR 2 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 3 - APR 9

## W14

MONDAY, 3 APR

SCHEDULE/OVERVIEW

NOTES

SATURDAY, 8 APR

SCHEDULE/OVERVIEW

NOTES

TUESDAY, 4 APR

SCHEDULE/OVERVIEW

NOTES

SUNDAY, 9 APR

SCHEDULE/OVERVIEW

NOTES

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
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### 😊 WEEK'S SUCCESSES

### 🚫 WEEK'S CHALLENGES

### NEXT WEEK'S ADJUSTMENTS

WEDNESDAY, 5 APR

SCHEDULE/OVERVIEW

NOTES

THURSDAY, 6 APR

SCHEDULE/OVERVIEW

NOTES

FRIDAY, 7 APR

SCHEDULE/OVERVIEW

NOTES

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 3 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# APR 4 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# APR 5 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 6 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 7 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 8 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 9 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 10 - APR 16

# W15

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 10 APR	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 15 APR	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 11 APR	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 16 APR	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 12 APR	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 13 APR	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 14 APR	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# APR 10 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# APR 11 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC





# APR 12 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 13 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 14 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 15 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# APR 16 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 17 - APR 23

# W16

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 17 APR	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 22 APR	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 18 APR	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 23 APR	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
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WEDNESDAY, 19 APR	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 20 APR	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 21 APR	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# APR 17 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 18 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# APR 19 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 20 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 21 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 22 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 23 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 24 - APR 30

## W17

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 24 APR	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 25 APR	SCHEDULE/OVERVIEW
NOTES	

WEDNESDAY, 26 APR	SCHEDULE/OVERVIEW
NOTES	

THURSDAY, 27 APR	SCHEDULE/OVERVIEW
NOTES	

FRIDAY, 28 APR	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 29 APR	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 30 APR	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
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9.			
10.			

### 😊 WEEK'S SUCCESSES

### 🚫 WEEK'S CHALLENGES

### NEXT WEEK'S ADJUSTMENTS



# APR 24 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 25 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# APR 26 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# APR 27 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# APR 28 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 29 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# APR 30 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY OVERVIEW 2023

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 18	1	2	3	4	5	6	7
WEEK 19	8	9	10	11	12	13	14
WEEK 20	15	16	17	18	19	20	21
WEEK 21	22	23	24	25	26	27	28
WEEK 22	29	30	31				

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			

MONTHLY PERFORMANCE		TARGETS
FINANCIAL		
MARKETING		
SOCIAL MEDIA		

### NEXT MONTH'S ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 1 - MAY 7

# W18

## MONDAY, 1 MAY

NOTES

## SCHEDULE/OVERVIEW

## SATURDAY, 6 MAY

NOTES

## SCHEDULE/OVERVIEW

## TUESDAY, 2 MAY

NOTES

## SCHEDULE/OVERVIEW

## SUNDAY, 7 MAY

NOTES

## SCHEDULE/OVERVIEW

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			
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9.			
10.			

### 😊 WEEK'S SUCCESSES

### 🚫 WEEK'S CHALLENGES

### NEXT WEEK'S ADJUSTMENTS

## WEDNESDAY, 3 MAY

NOTES

## SCHEDULE/OVERVIEW

## THURSDAY, 4 MAY

NOTES

## SCHEDULE/OVERVIEW

## FRIDAY, 5 MAY

NOTES

## SCHEDULE/OVERVIEW

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 1 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC





# MAY 2 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 3 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# MAY 4 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 5 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 6 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 7 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 8 - MAY 14

# W19

- JAN
- FEB
- MAR
- APR
- MAY**
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 8 MAY	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 13 MAY	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 9 MAY	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 14 MAY	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 10 MAY	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 11 MAY	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 12 MAY	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# MAY 8 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# MAY 9 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 10 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 11 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 12 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 13 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 14 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 15 - MAY 21

# W20

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 15 MAY	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 20 MAY	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 16 MAY	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 21 MAY	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 17 MAY	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 18 MAY	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 19 MAY	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# MAY 15 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# MAY 16 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 17 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 18 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 19 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 20 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 21 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 22 - MAY 28

W21

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 22 MAY	SCHEDULE/OVERVIEW
NOTES	<div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div>

SATURDAY, 27 MAY	SCHEDULE/OVERVIEW
NOTES	<div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div>

TUESDAY, 23 MAY	SCHEDULE/OVERVIEW
NOTES	<div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div>

SUNDAY, 28 MAY	SCHEDULE/OVERVIEW
NOTES	<div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div>

**WEEK'S REVIEW & EVALUATION**

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
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10.			

WEDNESDAY, 24 MAY	SCHEDULE/OVERVIEW
NOTES	<div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div>

**WEEK'S SUCCESSES**

THURSDAY, 25 MAY	SCHEDULE/OVERVIEW
NOTES	<div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div>

**WEEK'S CHALLENGES**

FRIDAY, 26 MAY	SCHEDULE/OVERVIEW
NOTES	<div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #ccc; height: 15px; margin-bottom: 2px;"></div>

**NEXT WEEK'S ADJUSTMENTS**



# MAY 22 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# MAY 23 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 24 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# MAY 25 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# MAY 26 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 27 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 28 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 29 - JUN 4

# W22

**MONDAY, 29 MAY**

**SCHEDULE/OVERVIEW**

NOTES


**TUESDAY, 30 MAY**

**SCHEDULE/OVERVIEW**

NOTES


**WEDNESDAY, 31 MAY**

**SCHEDULE/OVERVIEW**

NOTES


**THURSDAY, 1 JUN**

**SCHEDULE/OVERVIEW**

NOTES


**FRIDAY, 2 JUN**

**SCHEDULE/OVERVIEW**

NOTES


**SATURDAY, 3 JUN**

**SCHEDULE/OVERVIEW**

NOTES


**SUNDAY, 4 JUN**

**SCHEDULE/OVERVIEW**

NOTES


**WEEK'S REVIEW & EVALUATION**

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
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10.			

**WEEK'S SUCCESSES**

**WEEK'S CHALLENGES**

**NEXT WEEK'S ADJUSTMENTS**

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# MAY 29 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# MAY 30 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# MAY 31 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUNE OVERVIEW 2023

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 22				1	2	3	4
WEEK 23	5	6	7	8	9	10	11
WEEK 24	12	13	14	15	16	17	18
WEEK 25	19	20	21	22	23	24	25
WEEK 26	26	27	28	29	30		

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			

MONTHLY PERFORMANCE		TARGETS
FINANCIAL		
MARKETING		
SOCIAL MEDIA		

NEXT MONTH'S ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 1 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# JUN 2 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 3 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 4 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 5 - JUN 11

# W23

- JAN
- FEB
- MAR
- APR
- MAY
- JUN**
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 5 JUN	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 10 JUN	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 6 JUN	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 11 JUN	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
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WEDNESDAY, 7 JUN	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 8 JUN	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 9 JUN	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS





# JUN 5- MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 6 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# JUN 7 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN**
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 8 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 9 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 10 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 11 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 12 - JUN 18

# W24

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 12 JUN	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 17 JUN	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 13 JUN	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 18 JUN	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
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WEDNESDAY, 14 JUN	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 15 JUN	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 16 JUN	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS





# JUN 12 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN**
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 13 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# JUN 14 - WEDNESDAY

## SCHEDULE

6	
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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 15 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# JUN 16 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 17 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 18 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN**
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 19 - JUN 25

# W25

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 19 JUN	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 24 JUN	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 20 JUN	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 25 JUN	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 21 JUN	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 22 JUN	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 23 JUN	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS





# JUN 19 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN**
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 20 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 21 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 22 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 23 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN**
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 24 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 25 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 26 - JUL 2

# W26

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 26 JUN	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 1 JUL	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 27 JUN	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 2 JUL	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
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WEDNESDAY, 28 JUN	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 29 JUN	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 30 JUN	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS





# JUN 26 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# JUN 27 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# JUN 28 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 29 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUN 30 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

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3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# JULY OVERVIEW 2023

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 26						1	2
WEEK 27	3	4	5	6	7	8	9
WEEK 28	10	11	12	13	14	15	16
WEEK 29	17	18	19	20	21	22	23
WEEK 30	24	25	26	27	28	29	30
WEEK 31	31						

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			

MONTHLY PERFORMANCE		TARGETS
FINANCIAL		
MARKETING		
SOCIAL MEDIA		

NEXT MONTH'S ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 1 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 2 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# JUL 3 - JUL 9

# W27

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 3 JUL	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 8 JUL	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 4 JUL	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 9 JUL	SCHEDULE/OVERVIEW
NOTES	

WEDNESDAY, 5 JUL	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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THURSDAY, 6 JUL	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

FRIDAY, 7 JUL	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

### NEXT WEEK'S ADJUSTMENTS



# JUL 3- MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL**
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 4 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 5 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 6 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 7 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# JUL 8 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 9 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# JUN 10 - JUN 16

# W28

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 10 JUL	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 15 JUL	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 11 JUL	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 16 JUL	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 12 JUL	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 13 JUL	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 14 JUL	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# JUL 10 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 11 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 12 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL**
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 13 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 14 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 15 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# JUL 16 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# JUL 17 - JUL 23

# W29

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 17 JUL	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 22 JUL	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 18 JUL	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 23 JUL	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 19 JUL	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 20 JUL	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 21 JUL	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# JUL 17 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 18 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 19 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# JUL 20 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 21 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 22 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL**
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 23 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# JUL 24 - JUL 30

# W30

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 24 JUL	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 29 JUL	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 25 JUL	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 30 JUL	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
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10.			

WEDNESDAY, 26 JUL	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 27 JUL	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 28 JUL	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# JUL 24 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 25 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 26 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 27 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 28 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 29 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# JUL 30 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC





# JUL 31 - AUG 6

# W31

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 31 JUL	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 5 AUG	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 1 AUG	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 6 AUG	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 2 AUG	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 3 AUG	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 4 AUG	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# JUL 31 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUGUST OVERVIEW 2023

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 31		1	2	3	4	5	6
WEEK 32	7	8	9	10	11	12	13
WEEK 33	14	15	16	17	18	19	20
WEEK 34	21	22	23	24	25	26	27
WEEK 35	27	28	29	30	31		

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			

MONTHLY PERFORMANCE		TARGETS
FINANCIAL		
MARKETING		
SOCIAL MEDIA		

### NEXT MONTH'S ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 1 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# AUG 2 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# AUG 3 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 4 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# AUG 5 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# AUG 6 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 7 - AUG 13

# W32

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 7 AUG	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 12 AUG	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 8 AUG	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 13 AUG	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 9 AUG	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 10 AUG	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 11 AUG	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# AUG 7 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 8 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 9 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 10 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 11 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 12 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# AUG 13 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 14 - AUG 20

# W33

## MONDAY, 14 AUG

### SCHEDULE/OVERVIEW

NOTES

## SATURDAY, 19 AUG

### SCHEDULE/OVERVIEW

NOTES

## TUESDAY, 15 AUG

### SCHEDULE/OVERVIEW

NOTES

## SUNDAY, 20 AUG

### SCHEDULE/OVERVIEW

NOTES

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
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### 😊 WEEK'S SUCCESSES

### 🚫 WEEK'S CHALLENGES

### NEXT WEEK'S ADJUSTMENTS

## WEDNESDAY, 16 AUG

### SCHEDULE/OVERVIEW

NOTES

## THURSDAY, 17 AUG

### SCHEDULE/OVERVIEW

NOTES

## FRIDAY, 18 AUG

### SCHEDULE/OVERVIEW

NOTES

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 14 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 15 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 16 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 17 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 18 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 19 - SATURDAY

## SCHEDULE

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11	

## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# AUG 20 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# AUG 21 - AUG 27

# W34

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 21 AUG	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 26 AUG	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 22 AUG	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 27 AUG	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
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WEDNESDAY, 23 AUG	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 24 AUG	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 25 AUG	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# AUG 21 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 22 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 23 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# AUG 24 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 25 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# AUG 26 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# AUG 27 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 28 - SEP 3

# W35

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 28 AUG	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 29 AUG	SCHEDULE/OVERVIEW
NOTES	

WEDNESDAY, 30 AUG	SCHEDULE/OVERVIEW
NOTES	

THURSDAY, 31 AUG	SCHEDULE/OVERVIEW
NOTES	

FRIDAY, 1 SEP	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 2 SEP	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 3 SEP	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
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### 😊 WEEK'S SUCCESSES

### 🚫 WEEK'S CHALLENGES

### NEXT WEEK'S ADJUSTMENTS



# AUG 28 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# AUG 29 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AUG 30 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# AUG 31 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEPTEMBER OVERVIEW 2023

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 35					1	2	3
WEEK 36	4	5	6	7	8	9	10
WEEK 37	11	12	13	14	15	16	17
WEEK 38	18	19	20	21	22	23	24
WEEK 39	25	26	27	28	29	30	

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			

MONTHLY PERFORMANCE		TARGETS
FINANCIAL		
MARKETING		
SOCIAL MEDIA		

NEXT MONTH'S ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 1 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# SEP 2 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 3 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# SEP 4 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 5 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 6 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 7 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 8 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# SEP 9 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# SEP 10 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 11 - SEP 17

# W37

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 11 SEP	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 16 SEP	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 12 SEP	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 17 SEP	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 13 SEP	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 14 SEP	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 15 SEP	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# SEP 11 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 12 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 13 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 14 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 15 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC





# SEP 16 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 17 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 18 - SEP 24

# W38

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 18 SEP	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 23 SEP	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 19 SEP	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 24 SEP	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
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WEDNESDAY, 20 SEP	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 21 SEP	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 22 SEP	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# SEP 18 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# SEP 19 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 20 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# SEP 21 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 22 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# SEP 23 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 24 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 25 - OCT 1

# W39

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 25 SEP	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 30 SEP	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 26 SEP	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 1 OCT	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
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WEDNESDAY, 27 SEP	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 28 SEP	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 29 SEP	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# SEP 25 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# SEP 26 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 27 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# SEP 28 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# SEP 29 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# SEP 30 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCTOBER OVERVIEW 2023

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 39							1
WEEK 40	2	3	4	5	6	7	8
WEEK 41	9	10	11	12	13	14	15
WEEK 42	16	17	18	19	20	21	22
WEEK 43	23	24	25	26	27	28	29
WEEK 44	30	31					

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			

MONTHLY PERFORMANCE		TARGETS
FINANCIAL		
MARKETING		
SOCIAL MEDIA		

NEXT MONTH'S ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 1 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 2 - OCT 8

# W 40

MONDAY, 2 OCT

SCHEDULE/OVERVIEW

NOTES

SATURDAY, 7 OCT

SCHEDULE/OVERVIEW

NOTES

TUESDAY, 3 OCT

SCHEDULE/OVERVIEW

NOTES

SUNDAY, 8 OCT

SCHEDULE/OVERVIEW

NOTES

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
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### 😊 WEEK'S SUCCESSES

### 🚫 WEEK'S CHALLENGES

### NEXT WEEK'S ADJUSTMENTS

WEDNESDAY, 4 OCT

SCHEDULE/OVERVIEW

NOTES

THURSDAY, 5 OCT

SCHEDULE/OVERVIEW

NOTES

FRIDAY, 6 OCT

SCHEDULE/OVERVIEW

NOTES

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 2 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 3 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# OCT 4 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# OCT 5 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC





# OCT 6 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 7 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 8 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 9 - OCT 15

## W 41

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 9 OCT	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 14 OCT	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 10 OCT	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 15 OCT	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 11 OCT	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 12 OCT	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 13 OCT	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# OCT 9 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 10 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 11 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 12 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# OCT 13 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 14 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# OCT 15 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 16 - OCT 22

# W 42

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 16 OCT	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 21 OCT	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 17 OCT	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 22 OCT	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
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WEDNESDAY, 18 OCT	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 19 OCT	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 20 OCT	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# OCT 16 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 17 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 18 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 19 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# OCT 20 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 21 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 22 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 23 - OCT 29

# W 43

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 23 OCT	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 28 OCT	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 24 OCT	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 29 OCT	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
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10.			

WEDNESDAY, 25 OCT	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 26 OCT	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 27 OCT	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# OCT 23 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 24 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# OCT 25 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# OCT 26 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# OCT 27 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 28 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# OCT 29 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# OCT 30 - NOV 5

# W44

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 30 OCT	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 4 NOV	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 31 OCT	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 5 NOV	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
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WEDNESDAY, 1 NOV	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 2 NOV	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 3 NOV	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# OCT 30 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# OCT 31 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOVEMBER OVERVIEW 2023

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 44			1	2	3	4	5
WEEK 45	6	7	8	9	10	11	12
WEEK 46	13	14	15	16	17	18	19
WEEK 47	20	21	22	23	24	25	26
WEEK 48	27	28	29	30			

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			

MONTHLY PERFORMANCE		TARGETS
FINANCIAL		
MARKETING		
SOCIAL MEDIA		

NEXT MONTH'S ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 1 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# NOV 2 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 3 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 4 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 5 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 6 - NOV 12

# W45

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 6 NOV	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 11 NOV	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 7 NOV	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 12 NOV	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 8 NOV	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 9 NOV	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 10 NOV	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# NOV 6 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 7 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 8 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# NOV 9 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 10 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 11 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 12 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 13 - NOV 19

# W 46

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 13 NOV	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 18 NOV	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 14 NOV	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 19 NOV	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 15 NOV	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 16 NOV	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 17 NOV	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# NOV 13 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 14 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# NOV 15 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# NOV 16 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 17 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 18 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 19 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 20 - NOV 26

# W47

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 20 NOV	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 25 NOV	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 21 NOV	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 26 NOV	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 22 NOV	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 23 NOV	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 24 NOV	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# NOV 20 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 21 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 22 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# NOV 23 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 24 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 25 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 26 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 27 - DEC 3

# W48

MONDAY, 27 NOV

SCHEDULE/OVERVIEW

NOTES

SATURDAY, 2 DEC

SCHEDULE/OVERVIEW

NOTES

SUNDAY, 3 DEC

SCHEDULE/OVERVIEW

NOTES

TUESDAY, 28 NOV

SCHEDULE/OVERVIEW

NOTES

WEDNESDAY, 29 NOV

SCHEDULE/OVERVIEW

NOTES

THURSDAY, 30 NOV

SCHEDULE/OVERVIEW

NOTES

FRIDAY, 1 DEC

SCHEDULE/OVERVIEW

NOTES

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
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### 😊 WEEK'S SUCCESSES

### 🚫 WEEK'S CHALLENGES

### NEXT WEEK'S ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 27 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 28 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOV 29 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# NOV 30 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# DECEMBER OVERVIEW 2023

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 48					1	2	3
WEEK 49	4	5	6	7	8	9	10
WEEK 50	11	12	13	14	15	16	17
WEEK 51	18	19	20	21	22	23	24
WEEK 52	25	26	27	28	29	30	31

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			

MONTHLY PERFORMANCE		TARGETS
FINANCIAL		
MARKETING		
SOCIAL MEDIA		

NEXT MONTH'S ADJUSTMENTS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 1 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# DEC 2 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 3 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 4 - DEC 10

# W49

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 4 DEC	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 9 DEC	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 5 DEC	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 10 DEC	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 6 DEC	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 7 DEC	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 8 DEC	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# DEC 4 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 5 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# DEC 6 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 7 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# DEC 8 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 9 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 10 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 11 - DEC 17

# W50

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 11 DEC	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 16 DEC	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 12 DEC	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 17 DEC	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
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WEDNESDAY, 13 DEC	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 14 DEC	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 15 DEC	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# DEC 11 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 12 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# DEC 13 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# DEC 14 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 15 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 16 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 17 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 18 - DEC 24

# W51

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 18 DEC	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 23 DEC	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 19 DEC	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 24 DEC	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
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WEDNESDAY, 20 DEC	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 21 DEC	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 22 DEC	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# DEC 18 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 19 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# DEC 20 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 21 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# DEC 22 - FRIDAY

## SCHEDULE

6	
7	
8	
9	
10	
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12	
1	
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9	
10	
11	

## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 23 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 24 - SUNDAY

## SCHEDULE

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9	
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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 25 - DEC 31

# W52

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

MONDAY, 25 DEC	SCHEDULE/OVERVIEW
NOTES	

SATURDAY, 30 DEC	SCHEDULE/OVERVIEW
NOTES	

TUESDAY, 26 DEC	SCHEDULE/OVERVIEW
NOTES	

SUNDAY, 31 DEC	SCHEDULE/OVERVIEW
NOTES	

### WEEK'S REVIEW & EVALUATION

PROGRESS ON TASKS/GOALS	PLANNED	IN PROGRESS	COMPLETE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

WEDNESDAY, 27 DEC	SCHEDULE/OVERVIEW
NOTES	

### 😊 WEEK'S SUCCESSES

THURSDAY, 28 DEC	SCHEDULE/OVERVIEW
NOTES	

### 🚫 WEEK'S CHALLENGES

FRIDAY, 29 DEC	SCHEDULE/OVERVIEW
NOTES	

### NEXT WEEK'S ADJUSTMENTS



# DEC 25 - MONDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 26 - TUESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





# DEC 27 - WEDNESDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 28 - THURSDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# DEC 29 - FRIDAY

## SCHEDULE

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## TOP 3 PRIORITIES

- 1.
- 2.
- 3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# DEC 30 - SATURDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

2.

3.

## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# DEC 31 - SUNDAY

## SCHEDULE

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## TOP 3 PRIORITIES

1.

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## NOTES

## 😊 TODAY'S SUCCESSES

## 🚫 TODAY'S CHALLENGES

## TOMMORROW'S TO-DOS

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SEP

OCT

NOV

DEC



JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC

# BUSINESS PLANNING & ORGANIZATION

ORG STRUCTURE

GOAL PLANNING

KEY DATES

CONTACT LIST

PROFESSIONAL DEVELOPMENT

RESOURCES & TOOLS

TASK LIST

PROJECT PLANNING









# KEY DATES

JANUARY	

FEBRUARY	

MARCH	

APRIL	

MAY	

JUNE	

JULY	

AUGUST	

SEPTEMBER	

OCTOBER	

NOVEMBER	

DECEMBER	

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# CONTACTS

**NAME**

TYPE

VENDOR	CUSTOMER	EMPLOYEE	CONTRACTOR
--------	----------	----------	------------

BUSINESS

ADDRESS

PHONE

EMAIL

NOTES

**NAME**

TYPE

VENDOR	CUSTOMER	EMPLOYEE	CONTRACTOR
--------	----------	----------	------------

BUSINESS

ADDRESS

PHONE

EMAIL

NOTES

**NAME**

TYPE

VENDOR	CUSTOMER	EMPLOYEE	CONTRACTOR
--------	----------	----------	------------

BUSINESS

ADDRESS

PHONE

EMAIL

NOTES

**NAME**

TYPE

VENDOR	CUSTOMER	EMPLOYEE	CONTRACTOR
--------	----------	----------	------------

BUSINESS

ADDRESS

PHONE

EMAIL

NOTES

**NAME**

TYPE

VENDOR	CUSTOMER	EMPLOYEE	CONTRACTOR
--------	----------	----------	------------

BUSINESS

ADDRESS

PHONE

EMAIL

NOTES

**NAME**

TYPE

VENDOR	CUSTOMER	EMPLOYEE	CONTRACTOR
--------	----------	----------	------------

BUSINESS

ADDRESS

PHONE

EMAIL

NOTES

**NAME**

TYPE

VENDOR	CUSTOMER	EMPLOYEE	CONTRACTOR
--------	----------	----------	------------

BUSINESS

ADDRESS

PHONE

EMAIL

NOTES

**NAME**

TYPE

VENDOR	CUSTOMER	EMPLOYEE	CONTRACTOR
--------	----------	----------	------------

BUSINESS

ADDRESS

PHONE

EMAIL

NOTES

**NAME**

TYPE

VENDOR	CUSTOMER	EMPLOYEE	CONTRACTOR
--------	----------	----------	------------

BUSINESS

ADDRESS

PHONE

EMAIL

NOTES

**NAME**

TYPE

VENDOR	CUSTOMER	EMPLOYEE	CONTRACTOR
--------	----------	----------	------------

BUSINESS

ADDRESS

PHONE

EMAIL

NOTES





# RESOURCES/TOOLS

NAME / LINK

DESCRIPTION

1		
2		
3		
4		
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6		
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21		

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC







JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC

# FINANCES

BUDGET TRACKER

FINANCIALS

VEHICLE MILEAGE LOG

MEALS EXPENSE LOG

TAX PREP CHECKLIST



# BUDGET TRACKER

## PROJECT/ DEPARTMENT

## BUDGET SUMMARY

	BUDGET	ACTUAL	DIFFERENCE
INCOME			
EXPENSE			
<b>TOTAL</b>			

## AVAILABLE / REQUIRED CASH

ACCOUNTS	STARTING BALANCE	BUDGET	DIFFERENCE
CHECKING ACCOUNTS			
SAVINGS ACCOUNTS			
INVESTMENT ACCOUNTS			
LINE OF CREDITS			
CREDIT CARDS			
OTHER			
<b>TOTAL</b>			

## BUDGET VS ACTUAL

INCOME		BUDGET	ACTUAL	DIFFERENCE
SALES	SERVICE INCOME			
	SALES OF PRODUCT			
	COMMISSION INCOME			
	FEES BILLED			
OTHER	OTHER INCOME			
	INTEREST EARNED			
	REFUNDS			
<b>TOTAL INCOME</b>				

EXPENSES		BUDGET	ACTUAL	DIFFERENCE
COGS	SUPPLIES & MATERIALS			
	COST OF LABOR			
	FREIGHT & DELIVERY - COS			
	OTHER COSTS- COS			
CUSTOMER ACQUISITION	ADVERTISING & MARKETING			
	PROMOTIONAL			
	MEALS & ENTERTAINMENT			
OFFICE/ GENERAL ADMINISTRATIVE	RENT & LEASE			
	OFFICES SUPPLIES			
	CONTRACTORS			
	VEHICLE EXPENSE			
	MILEAGE			
	BUSINESS LICENSES & FEES			
	DUES & SUBSCRIPTIONS			
	LEGAL & PROFESSIONAL FEES			
	INSURANCE			
	REPAIRS & MAINTENANCE			
	SHIPPING, FREIGHT & DELIVERY			
	TRAVEL EXPENSE			
	TRAVEL MEALS			
	UTILITIES			
	OTHER EXPENSE			
<b>TOTAL EXPENSES</b>				











# TAX PREP CHECKLIST

JAN  
FEB  
MAR  
APR  
MAY  
JUN  
JUL  
AUG  
SEP  
OCT  
NOV  
DEC

## GATHER ORGANIZATION RECORDS

MAKE FOLDER FOR TAX-RELATED MAIL
CREATE DIGITAL COPIES OF TAX DOCS & SAVE IN FOLDER NAMED TAXES - 20**
VERIFY TAX ID (EIN)

## TAX FILING STRATEGY

DECIDE IF YOU WILL DIY OR HIRE A TAX PREPARER
RESEARCH TAX PREPARERS
INTERVIEW PROSPECTS

## CLOSE BOOKS

CATEGORIZE ALL TRANSACTIONS
ADDRESS QUESTIONS & FIX ERRORS
WRITE OFF BAD DEBTS
RECONCILE ALL BANK & CREDIT CARD ACCOUNTS
RECONCILE LOAN ACCOUNTS
RECONCILE FIXED ASSET ACCOUNTS
MAKE ADJUSTING JOURNAL ENTRIES

## HOME OFFICE EXPENSES

HOME OFFICE SQUARE FOOTAGE
HOME SQUARE FOOTAGE
RENT OR MORTGAGE
UTILITIES
RENTER'S OR HOMEOWNER'S INSURANCE
REPAIRS & MAINTENANCE

## VEHICLE EXPENSES

BUSINESS MILEAGE LOG
AUTO REPAIRS & MAINTENANCE
GAS
INSURANCE
LEASE PAYMENTS

## PHONE & INTERNET EXPENSE

CELL PHONE LOG - BUSINESS PERCENTAGE
INTERNET LOG - BUSINESS PERCENTAGE

## PAYROLL / 1099 CONTRACTORS

REVIEW PAYROLL
FILE 1099S

## REVIEW FINANCIAL REPORTS

RUN THE PROFIT & LOSS STATEMENT & BALANCE SHEET REPORTS AND REVIEW FOR ERRORS
RUN THE PROFIT & LOSS DETAIL AND REVIEW ALL TRANSACTION CATEGORIES FOR ERRORS
RUN FINALIZED REPORTS AND SEND TO TAX PREPARER



JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC

# ONLINE PRESENCE

CONTENT CALENDAR

SOCIAL MEDIA TRACKER

AD CAMPAIGN



# CONTENT CALENDAR

## JANUARY

CONTENT IDEA

PLATFORMS

## FEBRUARY

CONTENT IDEA

PLATFORMS

## MARCH

CONTENT IDEA

PLATFORMS

## APRIL

CONTENT IDEA

PLATFORMS

## MAY

CONTENT IDEA

PLATFORMS

## JUNE

CONTENT IDEA

PLATFORMS

## JULY

CONTENT IDEA

PLATFORMS

## AUGUST

CONTENT IDEA

PLATFORMS

## SEPTEMBER

CONTENT IDEA

PLATFORMS

## OCTOBER

CONTENT IDEA

PLATFORMS

## NOVEMBER

CONTENT IDEA

PLATFORMS

## DECEMBER

CONTENT IDEA

PLATFORMS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



# SOCIAL MEDIA TRACKER

## PLATFORM GROWTH

	LINKEDIN			FACEBOOK			INSTAGRAM			TWITTER		
	FOLLOWERS	CHANGE	GROWTH %	FOLLOWERS	CHANGE	GROWTH %	FOLLOWERS	CHANGE	GROWTH %	FOLLOWERS	CHANGE	GROWTH %
JANUARY												
FEBRUARY												
MARCH												
APRIL												
MAY												
JUNE												
JULY												
AUGUST												
SEPTEMBER												
OCTOBER												
NOVEMBER												
DECEMBER												

## PERFORMANCE

	FOLLOWERS	# OF POSTS	REACH	ENGAGEMENT	VIEWS	CLICKS	LIKES	SHARES
LINKEDIN								
FACEBOOK								
INSTAGRAM								
TWITTER								

## GOALS

## BUDGET

	TOTAL BUDGET	AMOUNT SPENT	DIFFERENCE	%REMAINING
CONTENT				
ADVERTISING				
PROMOTION				

## OPPORTUNITY FOR GROWTH

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# AD CAMPAIGN

ONLINE

GOAL

CALL TO ACTION

WANT TO ACHIEVE

AUDIENCE ASK

BUDGET

CONTENT BRAINSTORM

	TOTAL BUDGET	AMOUNT SPENT	DIFFERENCE	% REMAINING
CONTENT				
ADVERTISING				
PROMOTIONS				

SUBJECT	WORKING TITLE	SUMMARY

CONTENT TITLE

START DATE	END DATE	PRE-PROMO DATE	PEAK DATE	FOLLOWUP POST DATE

DIGITAL ASSET

	LINK	DESCRIPTION
LANDING PAGE		
WEB FORM- ECOMMERCE		
WEB FORM- SIGN UP		
WEB FORM- SIGN UP		
EMAIL		
OTHER		

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC





JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC

# RECAP & REFLECTIONS

MEETING & CALL NOTES

HABIT TRACKER

NOTES

READING LIST



# MEETING/CALL NOTES

## ATTENDEES

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## AGENDA

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## NOTES

TASKS	ASSIGNED TO
1	
2	
3	
4	
5	

FOLLOW UP	DATE

ACTIONABLE STEPS	FREQUENCY

JAN  
FEB  
MAR  
APR  
MAY  
JUN  
JUL  
AUG  
SEP  
OCT  
NOV  
DEC



# HABIT TRACKER

HABIT: BUSINESS DEVELOPMENT	M	T	W	T	F	S	S
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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OPPORTUNITIES FOR IMPROVEMENT	<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"/>	<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"/>	<input type="checkbox"/>

HABIT: BUSINESS DEVELOPMENT	M	T	W	T	F	S	S
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OPPORTUNITIES FOR IMPROVEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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HABIT: BUSINESS DEVELOPMENT	M	T	W	T	F	S	S
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HABIT: BUSINESS DEVELOPMENT	M	T	W	T	F	S	S
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HABIT: BUSINESS DEVELOPMENT	M	T	W	T	F	S	S
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HABIT: BUSINESS DEVELOPMENT	M	T	W	T	F	S	S
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OPPORTUNITIES FOR IMPROVEMENT	<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"/>	<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"/>	<input type="checkbox"/>

HABIT: BUSINESS DEVELOPMENT	M	T	W	T	F	S	S
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<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPPORTUNITIES FOR IMPROVEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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HABIT: BUSINESS DEVELOPMENT	M	T	W	T	F	S	S
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# READING LIST

## INTERESTING READ

	TITLE	AUTHOR	DESCRIPTION	RATING
1				☆☆☆☆
2				☆☆☆☆
3				☆☆☆☆
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45				☆☆☆☆

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC



# NOTES

## NOTE TOPIC

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC

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