



# CLARITY AND GOAL

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PLANNER

## 📄 ALL SECTIONS:

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- [GOAL ACTIONS PLAN](#)
- [MEETING NOTES](#)
- [BRAIN DUMP](#)
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- [PROJECT KANBAN BOARD](#)

## 📄 WEEKLY:

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## 📄 MONTHLY:

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- [MONTHLY SUMMARY](#)

## 📄 QUARTERLY:

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## 📄 GOALS:

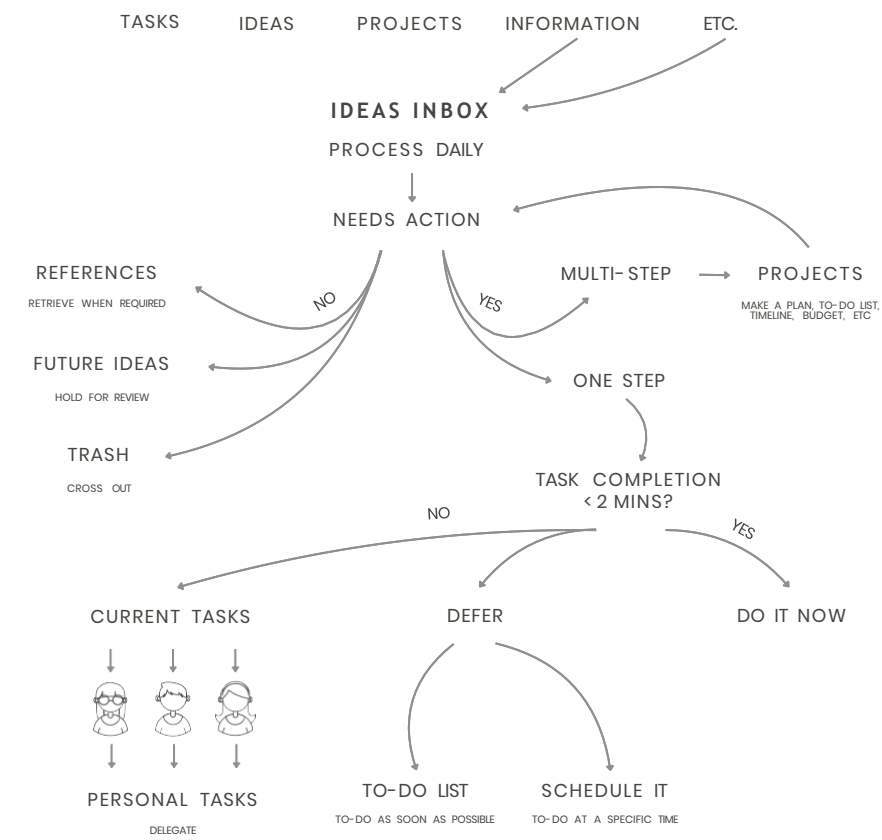
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## 📄 PRODUCTIVITY:

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- [WORK TIME LOG](#)

I NEED TO CALL	I NEED TO MESSAGE	I NEED TO EMAIL
<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"/>
I NEED TO CALL	I NEED TO MESSAGE	I NEED TO EMAIL
<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"/>
I WANT TO LOOK INTO/RESEARCH/INVESTIGATE		
.....		
.....		
I WANT TO MAKE/CREATE		
.....		
.....		
WHAT I WANT TO DO	WHAT I HAVE TO DO	
<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"/>

# GET THINGS DONE GUIDE & REVIEW



GET CLEAR	
1 COLLECT ANY LOOSE PAPERS, NOTES, OR MATERIALS	<input type="checkbox"/>
2. CHECK YOUR PHYSICAL AND DIGITAL INBOXES	<input type="checkbox"/>
3. JOT DOWN ANY NEW TASKS, IDEAS, OR REMINDERS	<input type="checkbox"/>
GET CURRENT	
1 REVIEW YOUR TO-DO LIST:	<input type="checkbox"/>
- CROSS OFF WHAT'S DONE	<input type="checkbox"/>
- ADD OR UPDATE ANYTHING NEW	<input type="checkbox"/>
2. REVIEW YOUR CURRENT TASKS LIST:	<input type="checkbox"/>
- FOLLOW UP ON OPEN TASKS	<input type="checkbox"/>
- UPDATE AS NEEDED	<input type="checkbox"/>
3. REVIEW YOUR PROJECTS LIST:	<input type="checkbox"/>
- MAKE SURE EACH PROJECT HAS A CLEAR NEXT STEP	<input type="checkbox"/>
- UPDATE PROGRESS	<input type="checkbox"/>
4. REVIEW YOUR MONTHLY AND QUARTERLY PLANNERS:	<input type="checkbox"/>
- CHECK UPCOMING EVENTS OR DEADLINES	<input type="checkbox"/>
- SCHEDULE NEW MEETINGS, TASKS AND EVENTS	<input type="checkbox"/>
- GATHER AND PREPARE WHAT YOU'LL NEED FOR THE WEEK AHEAD	<input type="checkbox"/>
5. REVIEW AND FOLLOW UP MEETING NOTES AGENDAS	<input type="checkbox"/>
GET CREATIVE	
1 REVIEW YOUR FUTURE IDEAS LIST	<input type="checkbox"/>
2. BRAINSTORM NEW IDEAS, PROJECTS OR GOALS	<input type="checkbox"/>
3. REFLECT ON YOUR RECENT ACCOMPLISHMENTS AND CHALLENGES.	<input type="checkbox"/>

# SMART GOALS



SPECIFIC	DESCRIBE YOUR GOAL:		
	<p>.....</p> <p>.....</p> <p>.....</p>		
MEASUREABLE	HOW CAN YOU TRACK YOUR PROGRESS:		
	<p>.....</p> <p>.....</p> <p>.....</p>		
ATTAINABLE	WHO IS GOING TO HELP YOU WITH YOUR GOALS:	WHICH WILL BE YOUR ACCOUNTABILITY PARTNER?	
	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>	
RELEVANT	LIST THE SKILLS AND RESOURCES YOU NEED IN ORDER TO MEET YOUR GOALS:		
	<p>.....</p> <p>.....</p> <p>.....</p>		
TIMEBOUND	GOAL FOR CHECK-IN DATE 1	GOAL FOR CHECK-IN DATE 2	GOAL FOR CHECK-IN DATE 3
	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>
	WHEN?	WHEN?	WHEN?
	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>

SPECIFIC	DESCRIBE YOUR GOAL:		
	<p>.....</p> <p>.....</p> <p>.....</p>		
MEASUREABLE	HOW CAN YOU TRACK YOUR PROGRESS:		
	<p>.....</p> <p>.....</p> <p>.....</p>		
ATTAINABLE	WHO IS GOING TO HELP YOU WITH YOUR GOALS:	WHICH WILL BE YOUR ACCOUNTABILITY PARTNER?	
	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>	
RELEVANT	LIST THE SKILLS AND RESOURCES YOU NEED IN ORDER TO MEET YOUR GOALS:		
	<p>.....</p> <p>.....</p> <p>.....</p>		
TIMEBOUND	GOAL FOR CHECK-IN DATE 1	GOAL FOR CHECK-IN DATE 2	GOAL FOR CHECK-IN DATE 3
	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>
	WHEN?	WHEN?	WHEN?
	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>

# GOAL ACTION PLAN



GOAL:

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START DATE:

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END DATE:

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GOAL:

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START DATE:

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END DATE:

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## MOTIVATION

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## MOTIVATION

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## ACTION STEPS

## DATE

ACTION STEPS	DATE
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

## ACTION STEPS

## DATE

ACTION STEPS	DATE
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

## WHAT WAS EASY

## WHAT WAS HARD

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## WHAT WAS EASY

## WHAT WAS HARD

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# MEETING NOTES & BRAIN DUMP



DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AGENDA

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACTION STEPS	IN CHARGE	DUE DATE
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

MUST

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WANT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MAYBE	TO-DO LIST
_____	1 _____
_____	2 _____
_____	3 _____
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

# NOTES













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- WORK TIME LOG
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- TIMELINE & KANBAN BOARD
- CONFERENCE LIST & NOTES

Two columns of horizontal lines for note-taking. The top line is solid, and the rest are dotted.

# WEEKLY GOALS



1. PROJECT (v1) 	2. PROJECT (v2) 	3. PROJECT (v3) 	4. PROJECT 	5. PROJECT 
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
6. PROJECT 	7. PROJECT 	8. PROJECT 	9. PROJECT 	10. PROJECT 
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

GOALS OF THE WEEK
<input type="checkbox"/>
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<input type="checkbox"/>
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<input type="checkbox"/>
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<input type="checkbox"/>
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<input type="checkbox"/>
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<input type="checkbox"/>
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TASKS TO ACCOMPLISH
<input type="checkbox"/>
.....
<input type="checkbox"/>
.....
<input type="checkbox"/>
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<input type="checkbox"/>
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<input type="checkbox"/>
.....
<input type="checkbox"/>
.....

THINGS TO REMEMBER
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AFFIRMATIONS OF THE WEEK
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# MONTHLY BUSINESS GOALS



## JANUARY

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## FEBRUARY

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## MARCH

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## APRIL

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## MAY

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## JUNE

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## JULY

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## AUGUST

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## SEPTEMBER

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## OCTOBER

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## NOVEMBER

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## DECEMBER

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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# QUARTERLY GOALS




1. PROJECT (v1) 

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2. PROJECT (v2) 

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3. PROJECT (v3) 

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4. PROJECT 

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5. PROJECT 

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6. PROJECT 

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7. PROJECT 

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8. PROJECT 

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9. PROJECT 

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10. PROJECT 

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GOAL 1

GOAL 2

GOAL 3

GOAL 4

ACTION STEPS

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ACTION STEPS

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ACTION STEPS

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ACTION STEPS

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DEADLINE: \_\_\_\_\_

DEADLINE: \_\_\_\_\_

DEADLINE: \_\_\_\_\_

DEADLINE: \_\_\_\_\_

# ENTREPRENEUR'S WEEKLY DASHBOARD



## PRIORITIES

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## TO-DO LIST

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## SCHEDULE

MON	
TUE	
WED	
THU	
FRI	
SAT	
SUN	

## TO BUY


## BILLS TO PAY


## HABITS

<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"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

## NOTES

		NOTES	NET CASH FLOW
MON	<input type="checkbox"/>		
	<input type="checkbox"/>		
TUE	<input type="checkbox"/>		
	<input type="checkbox"/>		
WED	<input type="checkbox"/>		
	<input type="checkbox"/>		
THU	<input type="checkbox"/>		
	<input type="checkbox"/>		
FRI	<input type="checkbox"/>		
	<input type="checkbox"/>		
SAT	<input type="checkbox"/>		
	<input type="checkbox"/>		
SUN	<input type="checkbox"/>		
	<input type="checkbox"/>		

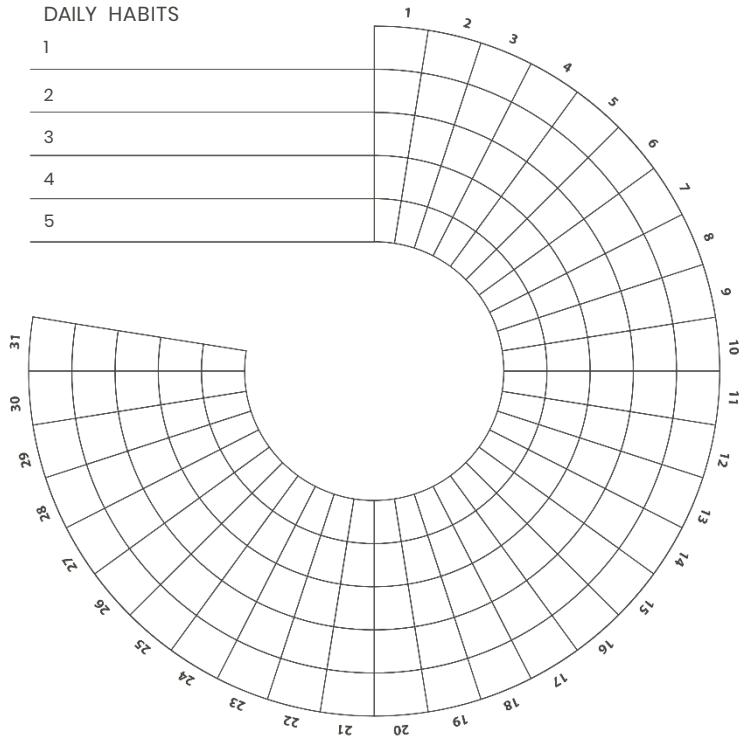
## WEEK NET CASH FLOW

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# HABIT & TIME TRACKER



## DAILY HABITS



## WEEKLY HABITS

W1 W2 W3 W4 W5

1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	08 PM	09 PM	10 PM	1 PM	12 AM	01 AM	02 AM	03 AM	04 AM	05 AM	06 AM	07 AM	08 AM	09 AM	10 AM	1 AM	12 PM	01 PM
1																		
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31																		

KEY:

<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"/>

# PROFESSIONALS GOALS & GROWTH PLAN



HEALTH GOALS
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

CAREER GOALS
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

FINANCIAL GOALS
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

SPIRITUAL GOALS
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

MY CAREER GOAL FOR THE NEXT 12 MONTHS (JOB TITLE)

START DATE: .....
END DATE: .....

SKILLS GAP (WHAT DO I HAVE TO DO TO ACHIEVE MY CAREER GOAL?)
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ACTIONS (WHAT ACTINS WHILL I NEED TO ADDRESS THE SKILLS GAP?)	START DATE	END DATE
<input type="checkbox"/>	.....	.....
<input type="checkbox"/>	.....	.....
<input type="checkbox"/>	.....	.....
<input type="checkbox"/>	.....	.....
<input type="checkbox"/>	.....	.....
<input type="checkbox"/>	.....	.....
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<input type="checkbox"/>	.....	.....
<input type="checkbox"/>	.....	.....
<input type="checkbox"/>	.....	.....

GOALS
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