

Planner System Checklist

Quick guide for staying
consistent with your
planner

WENDAFUL.COM

What's Inside?



- Create your planner system worksheet
- Planning routines cheat sheet
- My Favorite productivity books

✦ About the author

Wenda
Productivity Coach

I'm the blogger behind wendaful.com where I share planning and productivity tips with actionable printables



CREATE YOUR PLANNING SYSTEM



WRITE DOWN WHAT TOOLS YOU WOULD USE AND ITS PURPOSE FOR YOUR UNIQUE PLANNING SYSTEM

MY INBOX SYSTEM

MY CALENDAR SYSTEM

MY TASK MANAGEMENT SYSTEM

MY NOTES AND REFERENCE INFO SYSTEM

PLANNING ROUTINES



Use this checklist to help you stay consistent with planning. This is just a general list of calendar planning routines, be sure to add in any other tasks you want to keep track of too.

YEARLY PLANNING

- Yearly review
 - Wonderful things I achieved
 - Biggest lessons
 - Things to change
- Set goals for new year
 - Set a motto/theme word
- Quarterly goals & focus projects

MONTHLY PLANNING

- Review last month
 - What did you achieve last month?
 - What needs to be migrated to this month?
- What projects or goals do you want to work on this month?
- Check calendar for important appointments and events

WEEKLY PLANNING

- Review last week
 - What did you get done?
- Migrate tasks from your monthly calendar to your weekly planner
- Brain dump everything you want to get done this week
- Decide on 3 top goals or next action steps for the week
- Create your schedule and meal plan for the week

DAILY PLANNING

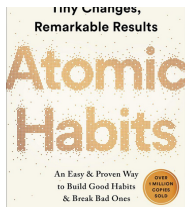
- Review your day
 - Celebrate your wins
 - Check off your habits and routines
- Plan the night before
- Brain dump everything you want to get done the next day
- Decide on your top 3 MITs for the day
- Block off time to get those done
- Don't forget to block time for personal things too!
- Check weekly and monthly calendar for any upcoming events

Date:



THE BEST BOOKS

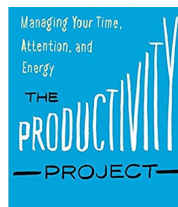
TO READ TO IMPROVE YOUR PRODUCTIVITY



ATOMIC HABITS

JAMES CLEAR

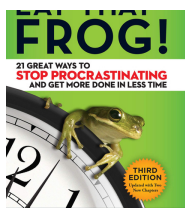
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THE PRODUCTIVITY PROJECT

CHRIS BAILEY

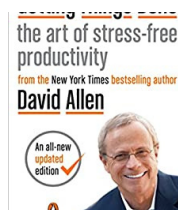
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EAT THAT FROG

BRIAN TRACY

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GETTING THINGS DONE

DAVID ALLEN

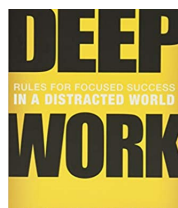
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THE ONE THING

GARY KELLER

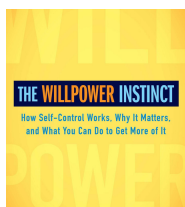
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DEEP WORK

CAL NEWPORT

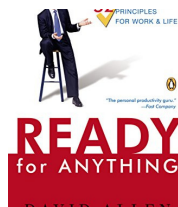
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THE WILLPOWER INSTINCT

KELLY MCGONIGAL

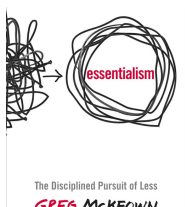
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READY FOR ANYTHING

DAVID ALLEN

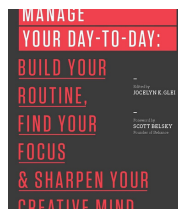
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ESSENTIALISM

GREG MCKEOWN

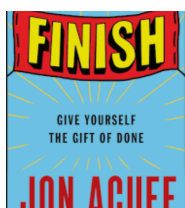
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MANAGE YOUR DAY-TO-DAY

JOCELYN K GLEI

[MORE INFO](#)



FINISH

JOHN ACUFF

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ZEN TO DONE

LEO BABAUTA

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WHAT'S NEXT?



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PRODUCTIVE GAME PLAN

Take your planning systems and productivity to the next level with actionable and guided worksheets, videos, and more with the Productive Game Plan. Click the button below to find out more.

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