

BUSINESS

20
25

PRODUCTIVITY
PLANNER

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



BUSINESS CONTACT

list

NAME:

BUSINESS NAME:

WEBSITE URL:

EMAIL:

PHONE:

ADDRESS:

SOCIAL MEDIA LINKS:

EIN#:

BANK/ACCT#:

BUSINESS REGISTRATION#:

DUNS#

BUSINESS START DATE:

JAN

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2025

JAN

S	M	T	W	T	F	S
			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	

FEB

S	M	T	W	T	F	S
						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	

MAR

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2	3	4	5	6	7	8
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23	24	25	26	27	28	29
30	31					

APR

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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

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				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUN

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JUL

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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			

AUG

S	M	T	W	T	F	S
				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						

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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCT

S	M	T	W	T	F	S
			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	

NOV

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						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DEC

S	M	T	W	T	F	S
	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			

JAN

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Holiday List

2025

JANUARY

JANUARY 1
NEW YEAR'S DAY

JANUARY 20
MARTIN LUTHER KING JR. DAY

FEBRUARY

FEBRUARY 14
VALENTINE'S DAY

FEBRUARY 17
PRESIDENT'S DAY

MARCH

MARCH 17
ST. PATRICK'S DAY

APRIL

APRIL 20
EASTER SUNDAY

MAY

MAY 5
CINCO DE MAYO

MAY 11
MOTHER'S DAY

MAY 26
MEMORIAL DAY

JUNE

JUNE 15
FATHER'S DAY

JUNE 19
JUNETEENTH



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JULY

JULY 4
INDEPENDENCE DAY

DECEMBER

DECEMBER 25
CHRISTMAS DAY

AUGUST SEPTEMBER

SEPTEMBER 1
LABOR DAY

OCTOBER

OCTOBER 13
COLUMBUS DAY

OCTOBER 31
HALLOWEEN

NOVEMBER

NOVEMBER 11
VETERAN'S DAY

NOVEMBER 27
THANKSGIVING DAY



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plan the year

JAN

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DEC



New Mindset. New Vision. New Goals. New Strategy. Invest in YOU!

Top Goals

[illegible]

Month

Week

Day

Q1

Q2

Q3

Q4

Liberation Point

PLANNER

BUSINESS NAME

Monthly Target Revenue

#Of Sales Needed

(Minus) TAXES

LIBERATION POINT

Progress Status

Important Details

JAN

FEB

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WHAT WILL IT TAKE TO FOR YOU TO
FEEL LIBERATED AND FREE?

B4

BAVE BONES
BUSINESS BASICS

No dream
is too big!

BUCKET LIST

BUSINESS

	☐
	☐
	☐
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	☐
	☐
	☐

TRAVEL

	☐
	☐
	☐
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	☐

FINANCES

	☐
	☐
	☐
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HOBBIES/ADVENTURE

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	☐
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30-DAY SELF-CARE Challenge



Day 1 List 5 things that make you happy	Day 2 Buy yourself a gift	Day 3 Go for a walk on your lunch break	Day 4 Unplug for 2 hours	Day 5 Read a book for 1 hour
Day 6 Give yourself permission to say "no" when you want to say no	Day 7 Watch your favorite movie	Day 8 Identify your love language	Day 9 List 5 things you love about yourself	Day 10 Write an encouraging note to someone
Day 11 List 3 ways you'd like to help someone	Day 12 Write down your dreams for the year	Day 13 Define your personal boundaries in relationships	Day 14 Turn the music up and dance for 10 minutes	Day 15 Get a professional massage
Day 16 Try a new activity or hobby	Day 17 Go on a date with yourself	Day 18 Move your body for 30 minutes	Day 19 Treat yourself to something small	Day 20 Sign up for an interesting class
Day 21 Journal for 15 minutes	Day 22 Celebrate your wins	Day 23 Meditate for 20 minutes	Day 24 Write down 3 things you're grateful for	Day 25 Write a love letter to yourself
Day 26 Wear an outfit that makes you feel great	Day 27 Make your favorite recipe	Day 28 Treat yourself to a manicure/pedicure	Day 29 Watch a funny movie	Day 30 YOU DID IT! Treat yourself and take some time to celebrate!



plan the quarter

JAN

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S.M.A.R.T. goals

Q1



S

SPECIFIC

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MEASUREABLE

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ATTAINABLE

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TIME

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Q1

S.M.A.R.T. goals

Q2



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S.M.A.R.T. goals

Q3



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

Q3

S.M.A.R.T. goals

Q4



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Q4



plan the month

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MONTH:

monthly goals



WEEK 1	WEEK 2	WEEK 3	WEEK 4

WEEK 5

TOP GOALS

Notes:



BAVE BONES
BUSINESS BASICS

JAN

FEB

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MONTH: _____



Business Overview To Do

<u>CORPORATE</u> _____ _____ _____ _____ _____ _____	<u>MARKETING</u> _____ _____ _____ _____ _____ _____	<u>WEBSITE</u> _____ _____ _____ _____ _____ _____
<u>SOCIAL MEDIA</u> _____ _____ _____ _____ _____ _____	<u>PRODUCTS & SERVICES</u> _____ _____ _____ _____ _____ _____	<u>TECHNICAL</u> _____ _____ _____ _____ _____ _____
<u>ACCOUNTING</u> _____ _____ _____ _____ _____ _____	<u>LEGAL</u> _____ _____ _____ _____ _____ _____	<u>CONNECTIONS</u> _____ _____ _____ _____ _____ _____



BARE BONES
BUSINESS BASICS

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MONTHLY INCOME OVERVIEW

MONTH

YEAR

DATE	SOURCE	DESCRIPTION	AMOUNT

JAN
FEB
MAR
APR
MAY
JUN
JUL
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DEC



2 MONTH EXPENSE TRACKER

MONTH OF

D A T E	S O U R C E	C A T E G O R Y	A M O U N T
			TOTAL
INCOME		TAXES	PROFIT

MONTH OF

D A T E	S O U R C E	C A T E G O R Y	A M O U N T
			TOTAL
INCOME		TAXES	PROFIT

JAN

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MONTHLY *Re-Cap*



MONTH: _____

GOALS SET:



GOALS MET:



THINGS TO WORK ON:



B4

BARE BONES
BUSINESS BASICS

JAN

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plan the week

JAN

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MONTH:

YEAR:



Weekly Planner

NAME:

WEEK OF:

MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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NOTES

JAN

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plan the day

JAN

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TIME BLOCK

Daily



DAY/DATE: _____

TOP 3 PRIORITIES

NOTES/IDEA POUR

5 AM	☐
6 AM	☐
7 AM	☐
8 AM	☐
9 AM	☐
10 AM	☐
11 AM	☐
12 PM	☐
1 PM	☐
2 PM	☐
3 PM	☐
4 PM	☐
5 PM	☐
6 PM	☐
7 PM	☐
8 PM	☐
9 PM	☐
10 PM	☐

B4

DAVE BONES
BUSINESS BASICS

JAN

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January

You are your best thing."

– Maya Angelou



BARE BONES
BUSINESS BASICS

JAN

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01

JANUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
			G	G	G	G
5	6	7	8	9	10	11
G	G	G	G	G	G	G
12	13	14	15	16	17	18
G	G	G	G	G	G	G
19	20	21	22	23	24	25
G	G	G	G	G	G	G
26	27	28	29	30	31	
G	G	G	G	G	G	

TO DO

NOTE

JAN

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February

"You are never too old to set
another goal or to dream a
new dream."

– C.S. Lewis



BARE BONES
BUSINESS BASICS

JAN

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02

FEBRUARY
2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 G
2 G	3 G	4 G	5 G	6 G	7 G	8 G
9 G	10 G	11 G	12 G	13 G	14 G	15 G
16 G	17 G	18 G	19 G	20 G	21 G	22 G
23 G	24 G	25 G	26 G	27 G	28 G	

TO DO

NOTE



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March

"I work really hard to just focus on the joy of the work. The journey is the reward."

- Ava DuVernay



BARE BONES
BUSINESS BASICS

JAN

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03

MARCH 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						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					

TO DO

NOTE



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April

"I don't focus on what I'm up against. I focus on my goals and I try to ignore the rest."

– Venus Williams

B4

BARE BONES
BUSINESS BASICS

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04 | APRIL 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
		G	G	G	G	G
6	7	8	9	10	11	12
G	G	G	G	G	G	G
13	14	15	16	17	18	19
G	G	G	G	G	G	G
20	21	22	23	24	25	26
G	G	G	G	G	G	G
27	28	29	30			
G	G	G	G			

TO DO

NOTE



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May

"In the middle of every difficulty lies opportunity."

– Albert Einstein



BARE BONES
BUSINESS BASICS

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05 | MAY 2025

SUNDAY

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
				G	G	G
4	5	6	7	8	9	10
G	G	G	G	G	G	G
11	12	13	14	15	16	17
G	G	G	G	G	G	G
18	19	20	21	22	23	24
G	G	G	G	G	G	G
25	26	27	28	29	30	31
G	G	G	G	G	G	G

TO DO

NOTE





June

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

- Sonia Sotomayor

JAN

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06

SUNDAY

JUNE 2025

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
G	G	G	G	G	G	G
8	9	10	11	12	13	14
G	G	G	G	G	G	G
15	16	17	18	19	20	21
G	G	G	G	G	G	G
22	23	24	25	26	27	28
G	G	G	G	G	G	G
29	30					
G	G					

TO DO

NOTE



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Only

"Perseverance is not a long race; it's many short races one after the other."

- Walter Elliot



BARE BONES
BUSINESS BASICS

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07 | JULY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
		G	G	G	G	G
6	7	8	9	10	11	12
G	G	G	G	G	G	G
13	14	15	16	17	18	19
G	G	G	G	G	G	G
20	21	22	23	24	25	26
G	G	G	G	G	G	G
27	28	29	30	31		
G	G	G	G	G		

TO DO

NOTE



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August

"I had to make my own living and my own opportunity! But I made it! Don't sit down and wait for the opportunities to come. Get up and make them."

- Madam C.J. Walker



BARE BONES
BUSINESS BASICS

JAN

FEB

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08

SUNDAY

AUGUST 2025

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
					G	G
3	4	5	6	7	8	9
G	G	G	G	G	G	G
10	11	12	13	14	15	16
G	G	G	G	G	G	G
17	18	19	20	21	22	23
G	G	G	G	G	G	G
24	25	26	27	28	29	30
31 G	G	G	G	G	G	G

TO DO

NOTE



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September

"Success is no accident. It is hard work, perseverance, learning, studying, sacrifice, and most of all, love of what you are doing or learning to do."

- Pelé



BARE BONES
BUSINESS BASICS

JAN

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09

SEPTEMBER
2025

JAN

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	G	G	G	G	G	G
7	8	9	10	11	12	13
G	G	G	G	G	G	G
14	15	16	17	18	19	20
G	G	G	G	G	G	G
21	22	23	24	25	26	27
G	G	G	G	G	G	G
28	29	30				
G	G	G				

TO DO

NOTE





October

"I am my best work - a series of road maps, reports, recipes, doodles, and prayers from the front lines."

- Audre Lorde



BARE BONES
BUSINESS BASICS

JAN

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OCTOBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
			G	G	G	G
5	6	7	8	9	10	11
G	G	G	G	G	G	G
12	13	14	15	16	17	18
G	G	G	G	G	G	G
19	20	21	22	23	24	25
G	G	G	G	G	G	G
26	27	28	29	30	31	
G	G	G	G	G	G	

TO DO

NOTE



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November

"It does not matter how slowly you go as long as you do not stop."

– Confucius



BARE BONES
BUSINESS BASICS

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NOVEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 G
2 G	3 G	4 G	5 G	6 G	7 G	8 G
9 G	10 G	11 G	12 G	13 G	14 G	15 G
16 G	17 G	18 G	19 G	20 G	21 G	22 G
23 G	24 G	25 G	26 G	27 G	28 G	29 G
30 G						

TO DO

NOTE



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December

"Don't be intimidated by what you don't know. That can be your greatest strength and ensure that you do things differently from everyone else."

– Sara Blakely



BARE BONES
BUSINESS BASICS

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DECEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	G	G	G	G	G	G
7	8	9	10	11	12	13
G	G	G	G	G	G	G
14	15	16	17	18	19	20
G	G	G	G	G	G	G
21	22	23	24	25	26	27
G	G	G	G	G	G	G
28	29	30	31			
G	G	G	G			

TO DO

NOTE



JAN
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analyze the
year

JAN

FEB

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DEC



Year AT A GLANCE

2025

	INCOME	TAXES	EXPENSES	PROFIT
JAN				
FEB				
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				
TOTAL				

NOTES

JAN
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DEC



2025

ANNUAL Re-Cap YEAR IN REVIEW

I celebrate every victory,
obstacle and every loss. All are
essential to GROWTH.

GOALS MET



LESSONS LEARNED & WAYS TO IMPROVE



Top Wins

GOALS MET



B4

BAKE BOOKS
BUSINESS BASICS

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC



Journal

1 What feelings come up as I begin to start my business?

2. *When do I feel confident in my business?*

3. *What mistakes were made that I can learn from?*

4. *What makes me and my business special?*

5. *What are you most excited about regarding your vision for and the future of the business?*





