

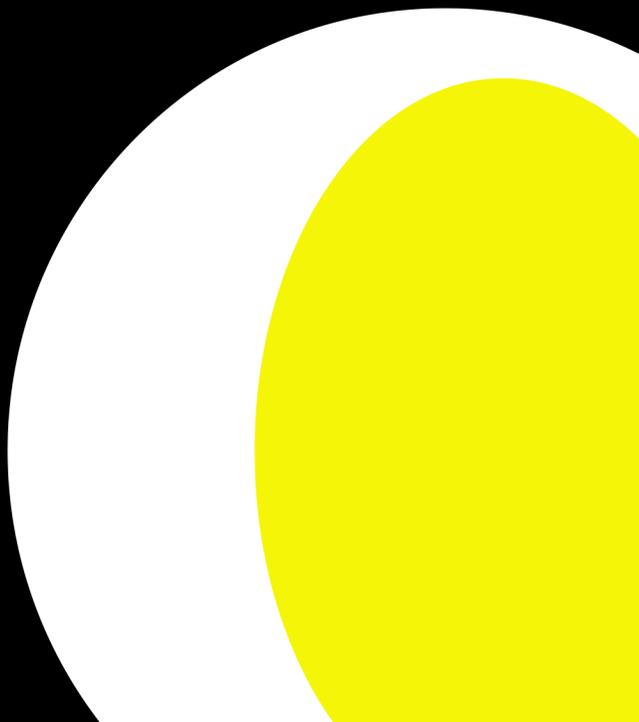
YEARLY PLANNER

2024



PAGES OF PROMISE

Get It Done



Each word written down is a promise kept to



2024

January

MON	TUE	WED	THU	FRI	SAT	SUN
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

MON	TUE	WED	THU	FRI	SAT	SUN
			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			

March

MON	TUE	WED	THU	FRI	SAT	SUN
				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

MON	TUE	WED	THU	FRI	SAT	SUN
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

MON	TUE	WED	THU	FRI	SAT	SUN
		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

MON	TUE	WED	THU	FRI	SAT	SUN
					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

MON	TUE	WED	THU	FRI	SAT	SUN
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

MON	TUE	WED	THU	FRI	SAT	SUN
			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

MON	TUE	WED	THU	FRI	SAT	SUN
						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						

October

MON	TUE	WED	THU	FRI	SAT	SUN
	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

MON	TUE	WED	THU	FRI	SAT	SUN
				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

MON	TUE	WED	THU	FRI	SAT	SUN
						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

PROFESSIONAL GOALS	PERSONAL GOALS
HEALTH GOALS	FINANCIAL GOALS
RELATIONSHIP GOALS	BIG DREAMS
NOTES	

JANUARY 2024

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			

NOTES

FEBRUARY 2024

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		

NOTES

MARCH 2024

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						

NOTES

APRIL 2024

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				

NOTES

MAY 2024

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	

NOTES

JUNE 2024

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						

NOTES

JULY 2024

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			

NOTES

AUGUST 2024

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

NOTES

SEPTEMBER 2024

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					

NOTES

OCTOBER 2024

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		

NOTES

NOVEMBER 2024

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

NOTES

DECEMBER 2024

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				

NOTES

Weekly Planner

Week 1

Urgent and Important

Not Urgent but Important

Urgent but Not Important

Not Urgent and Not Important

Notes

Weekly Planner

Week 2

Urgent and Important

Not Urgent but Important

Urgent but Not Important

Not Urgent and Not Important

Notes

Weekly Planner

Week 3

Urgent and Important

Not Urgent but Important

Urgent but Not Important

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Weekly Planner

Week 4

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Week 5

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Week 6

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Week 7

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Week 8

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Week 10

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Week 11

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Week 12

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Week 41

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Week 42

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Week 52

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Not Urgent and Not Important

Notes

Weekly Planner

Week 53

Urgent and Important

Not Urgent but Important

Urgent but Not Important

Not Urgent and Not Important

Notes

Weekly Planner

Week 54

Urgent and Important

Not Urgent but Important

Urgent but Not Important

Not Urgent and Not Important

Notes

MONTHLY BUDGET

MONTH : MAY

INCOME

DATE	SOURCE	AMOUNT

BILLS

AMOUNT	DUE DATE	PAID DATE

EXPENSE

DATE	SOURCE	AMOUNT

SUMMARY

SOURCE	AMOUNT
Income	
Expanses	
Bill to Pay	
Other	
Total	

MONTHLY BUDGET

MONTH : JUNE

INCOME

DATE	SOURCE	AMOUNT

BILLS

AMOUNT	DUE DATE	PAID DATE

EXPENSE

DATE	SOURCE	AMOUNT

SUMMARY

SOURCE	AMOUNT
Income	
Expanses	
Bill to Pay	
Other	
Total	

Notes

Guide to Using the Categorized Weekly Planner

1. **Urgent and Important:** "Immediate Action Zone"

- Description: Tasks in this category require your immediate attention. They are both time-sensitive and significant to your goals or well-being.
- Action Steps:
 - Prioritize: Begin your week by identifying these tasks first. Assign specific times or slots in your week dedicated to tackling them.
 - Action Prompt: Use symbols or colors to highlight these tasks for quick identification.
 - Completion: Ensure you complete these tasks within the week or as soon as possible.

2. **Urgent but Not Important:** "Delegate or Minimize Zone"

- Description: These tasks might seem pressing but might not align directly with your long-term goals. They could be routine tasks or activities that others can handle.
- Action Steps:
 - Assess: Determine if these tasks can be delegated to someone else.
 - Limit: If delegation isn't an option, allocate limited time for these tasks, ensuring they don't overshadow the truly important ones.
 - Re-evaluate: Reflect on whether these tasks recur frequently. If so, consider ways to streamline or automate them.

3. **Not Urgent but Important:** "Strategic Planning Zone"

- Description: These tasks contribute to your long-term goals, personal growth, or significant projects. While they might not demand immediate action, they shouldn't be ignored.
- Action Steps:
 - Schedule: Dedicate specific time blocks in your week to focus solely on these tasks.
 - Break Down: If a task seems overwhelming, break it into smaller, manageable sub-tasks.
 - Celebrate Progress: As you make strides in these tasks, acknowledge and celebrate your progress, even if the end result is still distant.

4. **Not Urgent and Not Important:** "Re-evaluate or Eliminate Zone"

- Description: Tasks in this category are often distractions that neither contribute to immediate needs nor align with your long-term goals.
- Action Steps:
 - Assess Value: Determine if these tasks provide any value or joy. If not, consider eliminating or reducing them.
 - Reallocate Time: If you find yourself consistently allocating time to these tasks, reconsider how you're managing your time and priorities.
 - Stay Mindful: Be aware of activities or tasks that drift into this category. Regularly review and adjust your priorities to stay focused.

