INTRO TO PLANNERS

HOW A PLANNER CAN IMPROVE YOUR LIFE

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INTRO TO PLANNERS: HOW A DAILY PLANNER CAN IMPROVE YOUR LIFE

Disclaimer:

This book is meant to provide information that helps you understand more about planners and how they can benefit you.

It is not intended to provide expert or medical advice. Do not use it as an alternative to seeking help from a professional.

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INTRODUCTION

The first step to changing your life is acknowledging that some adjustments need to be made. You might have heard (or seen) people using planners to gain control of their life, become more organized, or increase their productivity. These are a few of the many different benefits you get.

Don't underestimate the power of a daily planner – it is so much more than your calendar and schedule. It becomes something you work on every day, rely on to keep track of your responsibilities, and use to get ahead in life, both personally and professionally.

This eBook is going to guide you through all the basics of setting up and using a planner. You will learn what a planner is, why you should use one, how to choose the right one, some tips for setting it up, and even more tips.

It provides a one-stop shop for all things planners. Let's get started.

CHAPTER 1
BASICS OF USING A DAILY PLANNER

In this first section, you are going to learn a little more about planners, what they do, and how to get started using them. You can definitely just go pick up a planner you like and start using it, but these tips will help you get the most out of it.

There are so many ways to use a daily planner, whether you just use it for personal schedules, or you allow it to organize your entire life. But the information can get overwhelming, so here are the basics of what a planner can do for you.

What is a Planner?

A daily planner is a little bit of everything. Think about putting your entire life into one daily planner, including your calendar, schedules, to-do lists, personal information, and more. This is what it is going to be for you.

To summarize, a planner becomes the following:

Your Calendar
Your Personal Assistant
Your Detailed Schedule
Your Task and To-Do List
Your Motivation
Your Inspiration
.. and so much more!

You may have a general idea of what a planner is, but you probably haven't though much beyond using the calendar.

Why Use a Planner Instead of Your Phone?

This is a very common question when the topic of using a daily planner comes up. Most planners, even when you print digital planner pages, are going to use pen and paper. This may seem a little old-fashioned to you, but there is still some amazing power to writing things down.

When you use your phone, there are a lot of drawbacks. You can only use it when charged, there is limited space for writing appointments and schedules, and it is a lot harder to be more detailed and specific.

There is something amazing about having a nice, big, and detailed planner for everything from your upcoming events, to to-do lists for each day of the week.

How Does a Planner Work?

Using a planner is about summarizing your schedule, then fleshing out each appointment or task into details about what needs to be done. It allows you to get things done effectively and efficiently, and provides a lot of room for personal growth.

Brief Description of How the Planner Works

We are going to go more into detail about what is included in your planner and how to get it set up the first time, but here are some notes of how the planner process works:

1. You Choose the Planner That Works Best for You

2. You Set Up the Monthly Calendar

3. This Allows You to Schedule Days of the Week

4. You Add Detailed To-Do Lists for Each Task

5. You Check in Regularly to Update the Planner

As you can see, it is not a complex or difficult process, but without the right methods when you get started, it can be a little intimidating. Our goal is to show you how simple it is and how much it can help you change your life for the better.

Getting Started with a Planner

You will find that starting with a new daily planner is easy. Soon, you will be using it every day, and actually look forward to this quiet time wit just you and the planner. You become a well-adjusted, happy, positive, productive, and organized person.

The benefits you get from the planner just might surprise you.

CHAPTER 2
HOW A PLANNER CAN IMPROVE YOUR LIFE

So, how can a planner improve your life? This is a much more complex answer than just organizing your life, but that is a good place to start. Think of the daily planner as your calendar, schedule, to-do list, tasks list, goals list, and everything else.

Each part of your life that you need to remember, organize, and focus on is all going to go in that planner. The more detailed you are in what you include in your daily planner, the more effective it will become.

The benefits of using a daily planner are extensive, but here is a good summary of some of the most important ones.

You Become a Healthier Person

Health is about more than just not getting ill and managing your weight, though you can definitely improve your diet and fitness with the help of a planner. You should think of this as your complete health and wellness, including physical health and wellbeing, mental, and emotional health.

Using a daily planner helps with all of this and more. You can truly become the healthiest version of yourself in the following ways:

Manage your weight and diet
Track fitness and physical activity
Log doctor and dentist appointments
Track anxiety or stress symptoms
Find your depression triggers
Make to-do lists for self-improvement

There are so many ways you can improve your health just by using your planner, along the many other benefits you get in the process.

It Improves Your Productivity

This is one of the benefits people like to talk about the most when they are talking about benefits of using a planner. It really helps to increase your productivity because you take this large amount of tasks, goals, and responsibilities, and schedule out every single thing.

Not only do you add things to your calendar, but you know what tasks need to be done every day of the week to make your goals happen. Soon, you will be a focused and productive person who is wasting less time procrastinating, and spending more time getting stuff done. This might be just the encouragement you need to get to the next level in your personal and professional life.

You Can Relieve Stress

Aside from other areas of your health, stress belongs in its own category. Stress affects nearly every facet of your life, from your physical and mental wellbeing, to your productivity, concentration, patience, mood, and just about everything else.

Losing your hair? It might be from stress.
Have mood swings? Stress.
Lack of desire to spend time with family? Guess what – probably stress.

While stress isn't responsible for every single thing that might go wrong in your life, it definitely has a large impact on your happiness and sense of fulfillment. This is why you should never ignore it and you should do everything you can to improve it.

Using a daily planner takes so much of your regular stress away. Think of how relieved you will feel when you no longer worry that you aren't getting something done on time, have no idea what you have going on next week, or want to say yes to a new assignment, but aren't sure if you have the time.

All of this and more can be remedied by having a planner that you use regularly.

Planners Give You More Free Time

Believe it or not, using a planner isn't going to give you yet another thing that takes away from your free time, but actually give you more time to yourself and to your family.

How?

By scheduling your responsibilities, improving your productivity, and helping you focus when it is "work time".

What you might notice when things are hectic and chaotic is that you run low on time. You have a very poorly-scheduled life, are constantly falling behind, and have to fill every moment of free time with yet another task or responsibility.

But if everything was scheduled (for the most part), you can actually see which slots of time in your days or weeks are free for you to enjoy your family time, go out with friends, and actually enjoy your life.

It Becomes a Positive Habit

If you feel like you need a little more positivity and enlightenment in your life, a daily planner can help you with that as well. There is this wonderful side effect to using a planner and becoming more organized, where you feel more positive about your life.

It works very closely to the law of attraction, where when you take control of your life, suddenly you feel more in control. You feel like you can do anything, and you start achieving much more than you ever thought possible.

You Will Complete More Goals

Oh, yes, those goals. You probably have a lot of goals related to your personal life, family, work, or just life in general. Short-term and long-term goals are great to have because it gives you something to work toward, and allows you to keep hope in your life.

The problem with goals is that they often become dreams, where they seem so far off and you end up giving up on them.

A planner can help you identify realistic, attainable goals, and take it to the next step. You choose tasks required to meet these goals, and even know on what days you will work on achieving your goals.

Planners Help You Move Forward in Life

As you might have guessed, all of these benefits mean one thing – moving forward in your life. In your personal and professional life, you are improving, changing, and growing. Through organization and productivity and being more positive, you are taking important steps that allow you to take control over your life and keep moving forward.

CHAPTER 3
QUICK GUIDE TO CHOOSING THE PERFECT PLANNER

With a better understanding of what a planner is and how it can be used to improve your life, let's get to the details of choosing a planner. This really is your first step, as it determines how you will set it up and ways you can fit it into your daily routine.

This little guide will help you choose the planner that is right for you – as there are many different types, styles, and sizes to choose from.

Remember that the planner is meant to improve YOUR life, so it should be perfect for YOU. Don't pick a planner just because your friend, relative, co-worker, or next-door neighbor recommended it.

Types of Planners to Choose From

Take a few minutes to shop around online or in person for planners. What do you notice? Probably that there are a LOT of options out there. The reason is because everyone is different. The market is meant to provide options, so that no matter who you are and what preferences you have, you can find a planner that works for you.

In most cases, you can find a store-bought planner all ready to go that will work for you, but there are also a lot of benefits to using printable planner pages that allow you to customize your planner.

The Many Different Types of Planners

There are a wide range of types, sizes, colors and styles, and themes of planners. Here are just a few to know about:

- Big and Small – The first option you will see when it comes to planners is choosing the size. You will find a few different sizes, which will depend on where and how you are using it. The smaller planners are great for when you want to use it on the go, such as fitting it in your purse or laptop case, or the glove box of your car.
    - The bigger planners are "desktop" planners, where they are best when kept on your home or work desk. These provide larger spaces to write, so they also have a lot of benefits.
- Themed Planners – The themed planners are more specific to your purpose for using them. Instead of being for a general daily planner, they are meant for one sole purpose. For example, there are budget and savings planners, home planners, work and productivity planners, travel planners, and a lot more.
- Daily/Personal Life Planners – The most basic type of planner is the daily planner. This is the kind people go for the most because you only need one planner for everything. They are often thicker since you are putting more into the planner. You can have sections for different areas of your life, often with room for adding more pages as needed.
- Bullet Journal Planners – Some planners are built into a bullet journal, so that you have the option to use both in one binder or book. These are great because they tend to include more pages with a thicker binder, but also plenty of blank pages to use for whatever you want.
- Customizable Binder Planners – Finally, you will have the binder planners with more room for customization. Most planners come in binder form, but not all of them have room for more pages. If you are printing planner pages individually, look for a binder with lots of room for adding your own pages.

Should You Go Digital or Store-Bought?

The next decision to make when it comes to buying the right planner is to go store-bought or digital. By digital, we don't mean using a planner on the computer or your phone. We are talking about finding different planner pages and layouts online, printing them out, then adding them to your planner binder.

There are pros and cons of each, so here is a summary of each option:

Digital and Printable Planner Pages

This is becoming a really popular way to start a planner, though you can use both a store-bought planner binder, with added printable pages. So, that is something to consider as well.

With the printable pages, you have a little more control over how your planner looks and is set up. You can often customize the pages with different web programs, where you change the layouts, colors, and add images to really make it unique.

The drawback of printable pages is obviously that you need to print them. For double-sided pages, it would require printing the front side, putting that paper back in the printer, then printing the back side. If you have a lot of pages to do this for, it might get a little tedious.

Store-Bought Planners

Another option is to start with a store-bought planner. These tend to be more basic, though some of them are getting advanced and offering a lot more options. The main benefit is that everything is put together for you in a nice, compact package. There isn't much customization you can do, but it is easier to get started with using the planner.

It is really important that if you use one of these store-bought planners, you look for a few things:

Check to see what pages and layouts it comes with.

Make sure the binder rings open so you can add more pages.

Find out if the store offers additional pages to add that don't need to be printed.

Questions to Ask Yourself Before Choosing a Planner

Still not sure what type of planner you want? Here are some questions to ask yourself that can help guide you in the right direction.

- *Where do you plan on using it?* This is a good question for deciding on the right size.
- *What do you intend to use your planner for?* Decide if it is a daily planner or for something specific.
- *Are you okay with printing pages?* If so, printable planner pages are a great option for you.
- *Do you want to start using it right away?* This is when using a store-bought planner is the best option.

CHAPTER 4
TYPES OF PLANNER PAGES AND LAYOUTS

When you begin looking through different planners or choosing printable planner pages, one thing you will notice is the magnificently large number of pages and layouts. It always starts with basic calendar and list pages, but then there are a wide range of layouts for specific purposes. Others will provide ways for you to fully customize them for your own needs.

While this is definitely not every type of planner page and layout out there, it gives you a good idea of ones to start with.

Yearly Calendar Overview

The first part of any planner is going to be the calendar pages, starting with your yearly calendar overview. Typically, you will see every month of the year on one or two pages, so that you can see the months and what days certain things fall on. This is good as a quick overview, though you can also mark important dates by circling dates right there on the yearly calendar review.

Monthly Calendar

The next type of planner page is the monthly calendar and monthly overview pages. The monthly calendar will take up one or two pages of a spread in your planner, allowing to write down birthdays, anniversaries, appointments, events, and anything else of importance.

Many planners now have pages after the calendar or a section right on the side of the calendar page where you can make a quick list of events happening. It helps to have a list alongside the monthly calendar view as a type of summary, so you know what to expect and can easily transfer this to your weekly calendar area.

Weekly Calendar

One of the things you will be using the most in your planner is the weekly calendar spread. This provides you more space for writing what is going on every day of the week. You can take those events, goals, or tasks in the monthly section, and transfer them to the weekly section.

You would then choose different to-do lists or tasks for each day of the week to be sure you get things done on time. A lot can be included on the weekly pages.

Daily Planner Pages

Some planners or planner pages include larger areas for planning out each day of your week more thoroughly. Daily pages provide one full page for each day, where it might be split up into sections like where to go, things to do, people to see, etc. This is good if you have more detailed to-do lists for each day, especially for work or some home projects you are trying to get done.

If your planner doesn't come with these, you can always print daily planner pages to add to your planner binder. When it fills up, remove some of the older pages so you can add new ones.

Goals Worksheets

Moving on from the calendar and schedule pages is when you get to your additional pages and worksheets. One excellent page to include in your planner is where you list your short-term and long-term goals.

Goals worksheets usually include more than just a place for you to list your goals. They separate them into types of goals, and often have sections where you decide on a deadline, schedule different tasks required to complete your goals, and more. It is a really great tool to achieve these goals you set for yourself.

To-do Lists and Task Lists

This is another great page for your planner that helps you in numerous ways. Lists are really going to help you accomplish what you set out to do, and organize your days and weeks more effectively. Take advantage of having to-do lists so that not only can you see a summary of what needs to be done each day, but you get that sense of satisfaction when you cross something off your list.

These are good lists to use when you are checking in with your planner each day to see what needs to be done, or see how much you accomplished.

Other Pages

This is not the limit to the types of pages and layouts you can find for your planner. This is why finding printable pages is so beneficial. You can add these to any type of planner to have more options for organizing your life.

CHAPTER 5

SETTING UP YOUR PLANNER

By this point, you know what you want to track in your planner, and have probably purchased the planner you intend to use. Or if you are going the printable and customizable way, you have saved or even printed some of the pages.

Now what? It is time to set up your planner! *This is the fun part* – but don't rush into it. Take your time and consider using a pencil first before going with your pen and making it permanent. It is really frustrating when you are almost done filling out a complex calendar page, only to have to fix it because you got the dates wrong.

Grab Your Writing Tools and Other Embellishments

Before you set up your planner, you need just a few things to get started. The main thing you will need is any writing tool, but you might want a few extra supplies to make the planner experience more enjoyable (and effective).

Here is a list of things to consider getting for setting up your planner:

- Pens – Your main writing utensils. Consider colored pens if you plan to color-code sections of your planner.
- Stickers and embellishments – These are good when you want to label pages or sections of the calendar in your planner so you don't have to write what is going on. For example, there are planner stickers for doctor appointments, vet and animal appointments, dates, birthdays, and a lot more.
- Sticky Notes – Sticky notes are awesome to have around for your planner. You can use them as a temporary to-do list until you finalize these lists for the planner, or get smaller ones for writing down what you might want to do each day of the week, before you actually write it in the planner.
- Hole Punch – If you intend to use printed planner pages, you will need a hole punch. This puts holes in the printed pages so that they can be added to your planner binder.

There might be other tools you will use, like a ruler and pencil if you are creating your own layouts, but this is entirely up to you.

Are You Going to Color Code?

The next decision to make is whether or not you plan on using color coding in your planner. This simple means you will use different colors for different types of events, sections, or anything else. Color coding is a great way to have even more organization in your planner, and allows you to look at a calendar knowing exactly what each color is for.

You might use green for budgeting and financing tasks, and pink for birthdays and anniversaries. You can choose any color for any type of task, list, or event, whatever makes the most sense for you.

While you can always switch to a color coding system later on, it is helpful to know beforehand if this is something you are interested in doing. Getting into the practice now will help a lot.

Have You Decided What to Include?

Before setting up your planner, the final decision to make is what you want to include or track in the planner. Aside from the basics, like the monthly and weekly schedules, think about other pages you may want to include. Take a look at other people's planners to get an idea of what else is out there. That way you can print the pages you need to be fully prepared before you get started.

Set Up Calendar Pages First

Now it's time to set up your planner! Grab your planner, pages, and any tools you are using and set up your area. Try to plan on a day when you have some quiet time without distractions. Turn your phone off and close your door if you can to keep people out. This allows you to concentrate on the task.

Start with the Easiest Dates

The simplest way to begin setting up your planner is to start with the monthly calendar. Go with your easiest dates first, which are usually birthdays and anniversaries. You already know these dates, so it is good to get them out of the way.

Add in Other Appointments

You can then add in other appointments or events you have the dates for. This might be a doctor or dentist appointment, date you need to renew your license at the DMV, or maybe a lunch date with a friend. Get these all written down in the calendar.

Consider Future Events

You might have an idea of future events or things going on during certain days, without a solid schedule. For this, use a small sticky note and write when you think it is, then place it on the side of the calendar. Keep this in mind for later when the date and time is confirmed.

Schedule Goals and Task Deadlines

Lastly, schedule in your goals and task deadlines on the monthly calendar page. If you already have a list of your goals or have certain work or personal deadlines, include those so that you know what to write in your weekly schedules.

Get That Schedule Nailed Down

Once you have everything written down in the monthly calendar, it is time to move on to the weekly and daily calendar pages. You are going to take everything from the monthly calendar and create a schedule of events or tasks that need to be done. This is where you really benefit by being more organized.

Go one at a time through your monthly calendar, and if tasks need to be done before that event or appointment, write it down in the weekly section.

For example, if you have a deadline for a work project on a Friday afternoon, you might want to think of tasks to be completed for that deadline, then split them up between different days of the week leading up to Friday. That way, you are fully prepared and ready to go by Friday.

Now for the Lists and Tasks

To detail your planner even further, you can work on more lists while you set it up. This is when you are listing tasks to be done for different projects or goals, or making to-do lists for each day. The busier your life is, the more you will take advantage of these types of lists.

They can also be done later when you know more about what is going on each day. It doesn't all have to be done at once.

Now you have finished all the main parts of setting up your planner! At this point, you can work on color coding, add other pages, or just finish up and remember to check back in each day with your planner.

CHAPTER 6
CREATING A DAILY PLANNER ROUTINE

You now have all the planner basics down, but there is so much more to learn! First, let's go over how to add using a planner to your daily routine. This is a lot more important than you might think, and will take your planning to the next level.

Setting up your planner is only the first step. It isn't just a calendar, remember? You want to take full advantage of having a daily planner, which means using it daily of course!

Here are some tips for creating a new daily planner routine.

Add the Planner to Your Current Daily Routine

The easiest way to use your planner on a regular basis is to add it to your current daily routine. That way, you aren't trying to make a big change, but instead just adding one more simple thing each day. Try to fit it into your day, when you do the same thing each.

Here are some different ideas sand tips for figuring out the best time:

- Use it Before or After Journaling – If you have a daily habit where you write in a journal, this is perfect! You can simply add a few minutes to this daily routine by also checking in with your planner. Both of these are effective at improving your life.
- Start Your Day with Your Planner – It is great to use your planner at the beginning or end of your day, trying to do it at the same time each day. In the morning, find a few minutes when you are just sitting and relaxing, perhaps during breakfast. Use this time to write in your planner or just see what the plan is for the day.
- Use it Before Bed – Another part of your daily routine that could fit in a planner habit is by using it at the end of the day before bed. Give yourself a few minutes to relax, write in your planner, and cross of what you got done that day.
- Use the Planner During Your Lunch Break – For some people, they prefer to use their planner at work. Bring it with you and remember to use it during your lunch break or another time during the day when you have a little quiet time to focus.

Develop More Positive Habits

Using your planner every day is also going to help you develop more positive habits. You might notice that you don't just add your planner to your daily routine, but turn it into a big change in your lifestyle. Maybe you plan for about 20-30 minutes a day where you also write in a journal, you light a candle for some aromatherapy, or maybe you do some light yoga or stretching.

Remove All Distractions

An important thing to keep in mind during your planner routine is that you don't have distractions. This time is just for you, so it is best to sit in a room with no people, or in a room with a door you can close. Turn off your phone so you don't have that distraction. Pick a time of day when you are either alone, or the rest of the house is sleeping.

CHAPTER 7
HOW TO BECOME MORE ORGANIZED WITH A PLANNER

As you probably know by now, the daily planner provides a lot of amazing benefits for your life, but becoming more organized is one of the best. Even if you are someone that tends to write down a lot of notes and to-do lists, do you find that you write it down, then never look at it again?

This is exactly why you should be using a planner.

The planner doesn't just help you "plan" what needs to be done and when, but it details tasks that are required for each goal, and requires you to check in, check off items on your to-do list, and really keep up with it.

This is the magical power of a daily planner. Keep reading to find out how you can become a more organized person with your planner.

Take Your Time When Setting It Up

If you have ever rushed through setting up a planner, you might have noticed that you lost the urge to use it pretty fast. This isn't because the planner wasn't a good option for

you, but because you tried to go too fast. You should turn this into a routine, where you really take your time when setting it up, and not just use it as a calendar of events, but for goals and tracking everything in your life.

Try starting a new planner and give yourself at least an hour by yourself where you just focus on setting up your planner. You will notice a big difference when you put your whole heart into it.

Schedule Planner Use Every Day

After the planner is set up, you then want to make sure you use it every day. You already know about starting a new daily routine, but this isn't just to check in. It is also important if you want to be more organized and productive with the help of the planner.

Keep forgetting to use your planner? You might need to switch things up, whether that means taking a different approach, printing new planner pages that are more enjoyable for you to use, or getting a little more creative with how it looks.

Add in Fun Stuff Like Colors and Stickers

If you want to be more organized, color coding is highly recommended. Think about the difference between having a calendar in all black pen, or having different colors for different types of events. This really helps your entire planner to be organized and easy to spot the various plans, tasks, or to-do lists.

Stick to Just One Planner for Everything

One more thing to remember is that you might want to stick to just one planner for everything. While there are planners for specific things, many people benefit from just one.

If you use multiple planners, there is often overlap. Your finances is related to your budget and savings, work, and family life. If you had different planners for each of these things, you would be repeating the same information in each one.

Simplify the process by having just one daily planner.

CHAPTER 8
CREATE POSITIVE HABITS WITH YOUR PLANNER

A benefit you might not have thought much about as it relates to using a planner is that it allows you to live a more positive, fulfilled, and happy life. You aren't just more organized and healthy, but you are creating positive habits that will reach far beyond reaching goals and having detailed schedules.

Planning and the Law of Attraction

The law of attraction is the belief that if you focus on positive things and have a positive outlook on life, it will draw positive things into your life.

This doesn't mean if you believe you will get a $1 million check in the mail, it will magically show up. It is more about drawing positive energy in your life, which can improve it through your own actions when it positively affects your mindset.

This is also a benefit you get when you use a planner. As you start exploring what a planner can do for you and see how it affects your life, you will learn how much more positive it makes you. Suddenly you feel ready to take on the day, because everything is already planned out for you.

The more you use the planner, the more positive your mindset is. It can help draw positivity into your life and absolutely transform it.

Turning Your Routine Into a Life-Changing Habit

Using a planner is also great for more positivity and healthy changes by creating a healthy habit. Stick to the daily routine we discussed in the previous section so that you are encouraged to develop these positive habits.

Turn it into a longer daily routine to truly change your life. Including journaling, a physical activity like yoga, or spending time outside in your garden for some vitamin D and fresh air can be amazing for you.

CHAPTER 9
BECOME A HEALTHIER YOU WITH THE PLANNER

Using a planner is amazing for your health and wellness, including physical health, weight management, mental and emotional health. Whether you use a planner just for your health concerns or weight loss, or you track certain health stats in your daily planner, it can become your body and mind's best friend.

Take a look at how you can become the healthiest version of yourself just by using a daily life planner.

Reduce Stress

We talked about this briefly, but it bears repeating. Using a planner does wonders for your stress! Think about what your stress is coming from, and you can probably think of how a planner can help. Here are some scenarios:

- <u>Work is becoming hectic</u> – With work, planners help in many ways. You can schedule your time a little better, manage projects and staff, and make sure your work life is separate from your home life.
- <u>You are constantly missing appointments</u> – This one is pretty basic and typical. Many people find that their life is stressful because they are missing appointments or don't remember things need to get done until the last minute. IF you do this too often, that stress can consume you.
- <u>There is too much to do and not enough time</u> – This applies to every area of your life. Most adults have busy lives, but you can manage everything a lot better when you use a daily planner.
- <u>You are dealing with personal or relationship issues</u> – When it comes down to your personal life, you often feel like you don't have the time and energy to spend on improving it. If your relationship is having problems, using a planner helps you to take care of other responsibilities, so that you have more free time to spend working on that relationship.

Benefits for Anxiety and Depression

The next area of your health that can be improved with a planner is for your mental health, especially with anxiety and depression.

If you have anxiety, it can help by recording and tracking different triggers, marking down when you have panic attacks, and having a place to jot down how your anxiety is each day. This is not only useful for you, but for your doctor as well.

It works similarly for depression, but with a few added benefits. When you have depressive episodes, it is hard just to get out of bed, let alone get anything done. Unfortunately, you still have responsibilities and can't just let things go.

 With a planner, you can either do the bare minimum that is required based on your schedule, or it allows you to move things around until you feel better.

Take Control of Your Weight

Moving onto physical health, the planner is first going to help with managing your weight, whether that means losing weight or maintaining it. Think about your weight loss goals, and what is needed to accomplish them. Most of these things can be tracked in the planner.

Here are some ideas:

- Record your weight and measurements in the calendar view.
- Track workouts and set fitness goals.
- Choose a new diet plan and do some meal planning.
- Keep track of what you eat every day.
- Track your water intake each day.

Improve Overall Health and Wellness

For general health and wellness, there are even more benefits. You will see what you are eating, so you know where to add more nutrients and when. You get an idea of how much you exercise, therefore know how to improve that part of your life.

You might find that your anxiety is worse after certain events in your life, so you prepare for extra self-care on those days.

It continues to be something for you to consistently improve your life.

CHAPTER 10
USE YOUR PLANNER FOR INCREASED PRODUCTIVITY

Even if your daily planner is a life planner, that doesn't mean it is only used for personal reasons! It is a life planner, and work is part of your life. Whether you are an employee, in a management position, are an entrepreneur, or run your own business, the planner can be extremely useful for you.

Planners organize your life, track your schedules, and help you reach your goals. You already know this – but what we want to cover in this chapter is more about how it can help with your professional life, and more specifically, improving your productivity.

More productivity means getting more done in the same amount of time, so it is the first step to reaching that next level of success.

Setting Work-Related Goals

To really become more productive with your planner, start by having some goals only for work or business. These should be separate from your personal goals, so that you can focus your full attention on them. They can be small and large goals, from earning a certain amount of money and tasks to help you with reaching a promotion, to what is needed for starting or expanding your own business.

Managing Projects

You can also manage and schedule projects with your planner. This can be done in your regular daily planner, or a separate planner used only for this purpose. Manage projects just the same way as everything else in your life by writing deadlines down in your calendar, choosing tasks and to-do lists, and assigning staff to each task.

Keep checking in with your planner to make sure things are getting done efficiently, and make adjustment to the schedule as needed.

Making the Ultimate To-Do List

Even if you are no stranger to the to-do list, there are other ways to make them more effective. To start with, make each list specific to a different thing. This will allow you to focus properly on one area of work or life, and not get overwhelmed.

For each item on the to-do list. Have a general term for what it is, but then describe tasks in more detail that are required to check each item off.

You might also want to set a deadline for each item on the to-do list, or order it based on priority during the day or week.

Being Specific with Your Tasks Lists

Similarly, when you set up task lists for accomplishing goals or completing projects, be as specific and detailed as you can. This keeps you from wasting time trying to figure out what is expected and how long it will take, as that part of the work has already been done for you.

CHAPTER 11
HOW TO FIND PLANNER INSPIRATION

With just two chapters left, we are now going to learn about finding inspiration to keep moving forward with your planner. This goes beyond the basic suggestions, and allows you to change, grow, and expand on how you use your planner, and the types of things you track in it.

Look at Other Planners

The simplest way to get inspiration for your own planner is to look at other planners. Even if you don't want to use a store-bought planner, you can take a look at them, flip through the pages, and see how they are set up. You might find a specific layout that you don't have in yours, or something to inspire your own creativity.

Check Out Printable Pages

Related to looking at other planners is when you check out printable pages. There are so many bloggers, graphics artists, and planner professionals that offer printable pages for free or to purchase. Use these as inspiration! Keep looking through what others offer to get more ideas and purchase new pages as needed.

Search Social Media

Don't forget to look at social media! You will find a fantastic display of planner pages just by searching keywords on social media sites like Instagram, Pinterest, and Facebook.

Use keywords like:

#planner
#plannernerd
#planneraddict
#plannerpage
#printables
#plannerprintables
#bulletjournal

Don't Forget Bullet Journals

Bullet journal layouts are often very similar to what you use in your planner, so this is another great thing to look for. Use bullet journal keywords on social media sites, or just check out what other people do with their bullet journal to get more ideas.

CHAPTER 12
MORE TIPS FOR USING YOUR PLANNER EFFECTIVELY

For this final chapter, you are going to get some additional tips and suggestions for using your planner effectively. Remember using a daily planner is all about improving your life and making it easier, so all of these suggestions are optional. However, they can really help when you are just getting started and learning how best to use your planner to its full potential.

Write Everything Down

When you are working in your planner, from setting it up to the check-in days, make sure you are writing everything down. Everything going on in your life should be in that planner. This allows you to use it more efficiently, and have it work for you. Even if something seems insignificant, there is no harm in adding it to your planner. You never know when you will need this information.

Be Intentional and Specific

Every time you write something down, do so with intention and be as detailed as you can. Don't just write that you have an appointment, but write down the date, time, place, who you are meeting, how long it will last, and any other information you have.

Have One Planning Day a Week

Not only will you do your short check-ins each day with your planner, you should also do some planning each week. Have one day a week where you spend an hour or so adjusting your schedule, and looking at the monthly calendar to work on to-do lists and tasks for the next week.