

WONDERFUL PLANS

EBOOK

A complete guide to planning and setting up
systems in your life for success

LET'S GET STARTED

table of contents

WELCOME!	4
BEFORE YOU BEGIN	7
TIPS FOR SUCCESS	8
WORKSHEET BREAKDOWN	9
PLANNING ROADMAP	10
GETTING CLEAR	11
ASSESS YOUR PAST	12
TRACK YOUR TIME	19
SIMPLIFY AND ORGANIZE	26
VISION & ROLES	38
GOAL SETTING	46
GOAL BRAINSTORMING & PRIORITIZING	47
PRIORITIES	56
SETTING SMARTER GOALS	60
SCHEDULING YOUR GOALS	75
PLANNING	87
MAKING TIME IN YOUR SCHEDULE FOR YOUR GOALS	88
PROJECTS VS. TASKS	108
USING YOUR PLANNER	131
STREAMLINE	152
PROCESSES & SYSTEMS	153
ROUTINES & HABITS	174
LISTS TO STAY ORGANIZED	201
FOCUS	205
PRODUCTIVITY HACKS	206
BEATING PROCRASTINATION	218
A BIG IDEA FOR DOING SMALL TASKS	229
SELF-CARE	244
WAYS TO BOOST YOUR ENERGY	267

TAKING ACTION	269
GETTING STARTED	270
FIND THE MOTIVATION TO TAKE ACTION ON ANY TASK	273
PLAN TOMORROW, TODAY	279
STAYING ON TRACK	280
DIGITAL PLANNING SYSTEM	294
A PEEK INTO MY SYSTEM	295
DIGITAL VS. PAPER	296
HOW TO SCHEDULE YOUR EVENTS AND TASKS INTO YOUR CALENDAR	304
APPS I USE	316
TOOLS & RESOURCES	317



welcome!

Congratulations on committing to getting more organized and getting more done. This workbook is meant to be a fun, hands-on, and insightful activity for you, and I ask you to set some time apart to go through the content and exercises in this workbook. More worksheets and individual worksheets to print can be found in a separate folder, including the Home Management Binder.

Before we start, I want to introduce myself. My name is Wenda, of the planning blog - Wendaful.com. I'm not a naturally organized person. In fact I'm pretty dang disorganized. I lose my phone about 10 times a day, and my house always look like a mess by the end of the day (although I do clean it up before going to bed, because I love waking up to a clean house.)

So you're probably thinking, why should I listen to you, if you're not even organized yourself? It's true I procrastinate a lot, but who doesn't at times? It's what I've learned what to do when I am procrastinating that makes a difference. It's my system that helped me become a more organized person. And in this workbook I'll be teaching you exactly how to do all that.

I think my lack of being a naturally organized person makes me pretty good at helping you learn how to organize your time and use your planner. I know where you are, how you're feeling, and I understand the thoughts and distractions you

go through when you're procrastinating and not living your best life.

I no longer feel those feelings mentioned. I now feel more in control of my time. I'm clear on what's in my schedule, and I have peace of mind because I have a plan to get it all done. When I'm with my husband, friends and family, I can truly be mindful and focus on spending time with them, without feeling the need to think about other matters.

I love productivity and time management because I've lived both sides. I want you to feel the way I do too. Setting up a system that helps you take control of your time is life changing, really. If your life lacks order and structure, it's simply because you don't have a process or system that you can put everything that life throws at you into. I've been planning for the last 5 years, since I started my blog. But I wouldn't be able to be where I am now if I hadn't learned how to be more productive and organized. I can't wait for you to feel the way I feel

now.

There are tons of different ways to set up a productivity system. But don't get overwhelmed by that. Any type of system is better than none, you just have to start somewhere. It's going to be hard to stick with a new system at first, but you have to stop trying to remember stuff in your head, or writing it down on the closest scrap of paper, without thinking about how or why you're processing it that way. This workbook should give you plenty of ideas on where to start. Don't feel the need to have to implement everything right away. Take it one step at a time. And remember, the only way to find your perfect productivity system, or planner peace, is through trial and error. You won't know if something will work for you until you try it.

The results you'll get from finishing this workbook include:

- Banishing overwhelm once and for all
- Learning how to properly plan so you know exactly what to do and when to do it
- Accomplishing the goals and projects that you've been wanting to finish
- Ways to systematize and automate your life so you can focus on the important things
- Tips and tricks to finally stop procrastinating and get started

There are 2 reasons why people struggle to get things done. 1) They don't have a system, and 2) They don't know how to control their thoughts.

This workbook will walk you through exactly how to create a system for planning your life and organizing all the information you get each day, and help you to control your mind so you can stop giving into your brain's fearful thoughts and get started on your goals!

If you're anything like me, you have a million ideas, but rarely do these ideas ever turn into action. In all of my time studying in trying to be a more productive person, I have learned the keys to making these ideas turn into action without having to read a million books or take all the courses on productivity, because I've already done that! And what's even better is that I've fine-tuned and simplified it to the point where I can teach it to you so you can learn it quickly and use it regularly, and start seeing results instantly.

The questions in this workbook are meant to dig deep and be challenging, and I urge you to work through each one of them. Because that's when you'll see the magic happen.

This workbook is going to take you on a journey that is straight to the point, easy to follow, and more strategic, and it all starts with a plan. I'm so proud of you for taking action. LET'S GET STARTED!

**"SUCCESS DOESN'T
COME FROM WHAT YOU
DO OCCASIONALLY, IT
COMES FROM WHAT YOU
DO CONSISTENTLY."**

-Marie Forleo

before you begin

HOW TO USE THIS WORKBOOK

- Read the ebook all the way through first
- Then go back section by section and do the accompanying worksheets and action steps (can either be 1 day or 1 week depending on how much time you have to work on it)
- Then go through the folders with the worksheets to print out your planners, home management binder, and any other documents you want to set up your system.
- Set up your routines, use your system every day, and enjoy a more organized life.



TOOLS NEEDED

- Pen/Pencil
- Printed worksheets, calendar, planner or notebook
- Timer or an app to track your time
- Highlighters
- Pages flags or Post It Notes



RULES TO REMEMBER:

FOCUS ON ONE & GET IT DONE

- To do all the things, you need to learn how to stop multitasking
- Learn how to separate your priorities and focus on one and get it done.

A PLACE FOR EVERYTHING AND EVERYTHING IN ITS PLACE

- Learn how to stop, think about it, and process the things entering your life

STOP CHASING PERFECTION

- Perfection leads to paralysis and paralysis = not getting things done.



tips for success

1

SET A ROUTINE

Make time in your schedule to plan and do your reviews. Create your schedule and stick to it.

2

TRY FOR 2 WEEKS

Stick with it for at least 2 weeks before giving up on this planning system.

3

STAY ACCOUNTABLE

Journal, create rewards, or team up with a friend to make sure you're being productive at all times.

4

STAY ENERGIZED

Eat healthy, get enough sleep, and exercise to stay energized. This will help you to be more focused and productive.

5

STOP WITH THE EXCUSES

It's easy to avoid planning. Make time to sit down and plan out your day each night.

6

BE MINDFUL

Manage your mind. Don't let your brain trick you into thinking something is harder than it actually is. Just think about it and do it anyway.

7

MAKE A COMMITMENT

Changing habits require commitment and persistence.

8

DO YOUR BEST

Even if you miss a few days, just keep going. Getting started is better than doing nothing at all.

9

KNOW YOUR TIME

The more you understand your time, the more you will have.

10

KNOW YOURSELF

Figure out what works best for you. Trial and error some of these systems and change it until you feel good about it.

worksheet breakdown

In the accompanying workbook (which you can find in a separate folder) you will find lots of printables. To make it easier I've included single worksheets and a workbook with all of the printables for your convenience. Print everything or just what you need and create your very own system. If printing is just too much for you, I've also included the digital planner version with tabs to be used in GoodNotes or Noteshelf on your tablet or phone. I made a life & home management binder using the home management binder worksheets and used the printable minimal planner as my paper planner. Below is a breakdown of all the sections.

01

Getting Clear

Setting your theme word, writing your vision, and simplifying your life.

02

Goal Setting

Everything you need to plan and set goals

03

Planning

Planning worksheets and timelines including annual, quarterly, monthly, weekly and daily. I've also included planner inserts in multiple sizes as well.

04

Streamline

The bulk of your home management binder - routines, systems, home and auto, contacts, family, finance, travel, blog and more

05

Focus

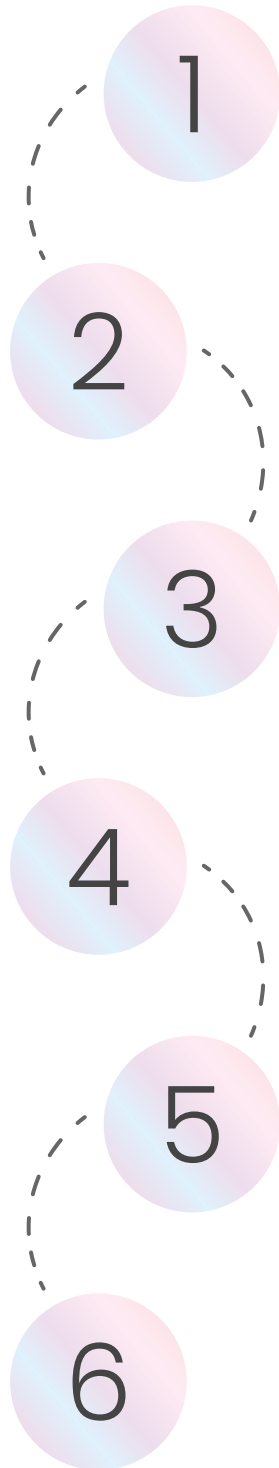
Productivity tips and hacks to make getting things done easier

06

Taking Action

How to get started and stay on track with consistent reviews.

planning roadmap



GET CLEAR

Get clarity on what you want, what roles you have, and what needs to get done. Analyze how you're spending your time and ways to get simplify, clear your head and get more time back.

SET GOALS

This is where we will get to work backwards from our vision in the previous step and narrow down our goals. Then we will break it down into projects and actionable steps.

PLAN & SCHEDULE

In this section we will be covering everything you wanted to learn about planning and scheduling. There will be

STREAMLINE YOUR LIFE

Learn how to streamline your life, use less willpower, and create new habits and routines to enhance your productivity.

FOCUS

A quick and easy way to digest all of the best productivity and procrastination tips. Learn how to avoid distractions and come up with ways to overcome obstacles. Learn ways to take care of

TAKE ACTION

Learn ways to start taking action every day, get motivated, and why tracking and reviews are so important.