
HOW TO CREATE

*a simple
daily plan*

GET THE ESSENTIALS DONE

AND START HAVING FUN!



ANCHORED
women

How to use this daily planner:

Congratulations, friend! You're about to get yourself all organized.

I firmly believe that it's possible to make time for what matters most, even when life feels overwhelming - and that's what this daily planner is all about. It gives you space to jot down those things that matter most, and then schedule the rest of your day around them. And isn't that the way it should be? Important stuff first, then the rest as we are able.

A few things to note before you get started. This planner is based on the idea that faith and family are the most important things in life. You'll find an encouraging Bible Verse at the top of the page, to remind you that in the Lord, there's joy to be found each day. The rest of the planner is geared toward the woman who is trying to balance caring for her family, her home, and herself.

You'll find sections for meal planning, laundry, exercise, top 3 tasks, to-do lists, notes, and an hourly schedule. Feel free to use them however you see fit, or read through the steps below. This is the way I fill out my own planner, to ensure that my days are prioritized the right way - and I'm making those important things happen, instead of letting them get lost in the jumble of life.

HOW TO FILL OUT YOUR DAILY PLANNER:

(see key with corresponding numbers on page 4)

1. Success starts the night before! I try my best to take 10-15 minutes in the evening to plan out the next day. Then, I can go to bed with a clear mind, and a good idea of the plan for tomorrow. I highly suggest trying this method! It makes such a difference!

2. Meal Planning: Write out each meal you've got planned for tomorrow. It's much easier to stick with healthy choices if you already have your meals planned and prepped!

3. Laundry: Choose 1-2 loads of laundry to complete today. Notate those here. (Whites, darks, delicates, etc.)

4. Exercise: Plan out your exercise for the day. Don't forget to schedule a time to complete it, or it won't happen.

5. To-Do List: Skip down to your to-do list, and take a few minutes to brain dump here. What are the tasks on your mind that you'd like to complete tomorrow? Write everything down.

6. Top 3 Tasks: Let's face it - giant to-do lists rarely get done. So choose just 3 tasks from your to-do list that really matter for tomorrow. Write those here. This section makes your to-do list more manageable - if you get just these three things done? Well, I think we can call that a win!

7. Notes: Anything else on your mind? Shopping list? Reminders? Write those notes here!

8. Schedule: Once your tasks are all set, start scheduling out your day. Jot down the date and then begin to fill in those things you've already planned. Start by choosing a time slot for your Top 3 Tasks, then Meals, Laundry, & Exercise.

Remember, this planner is just a framework to help you get your thoughts on paper, and create a structure for an organized day. But we all know that life happens, so when the schedule falls apart, don't be afraid to tweak your notes, change your plan, and get messy! This tool is for YOU.

Above all else, remember to give yourself grace as you go about your day. No one can do everything, my friend. So choose just a few important things to do well!

Ready to get organized? Print out page 5, and start planning right now. With a good plan, and a lot of grace, you can make time for the things that are truly important!

Hoping in HIM,
Kayse

DATE		This is the day that the Lord has made, let us rejoice and be glad in it! Ps. 118:24	
6 AM		BREAKFAST:	1
		LUNCH:	2
7 AM		DINNER:	3
		LAUNDRY:	4
8 AM		EXERCISE:	6
		TASK #1:	8
9 AM		TASK #2:	5
		TASK #3:	7
10 AM		TO DO:	
11 AM			
12 PM		NOTES:	
1 PM			
2 PM			
3 PM			
4 PM			
5 PM			
6 PM			
7 PM			
8 PM			

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6 AM

BREAKFAST:**LUNCH:**

7 AM

DINNER:

LAUNDRY:

8 AM

EXERCISE:

9 AM

TASK #1:

10 AM

TASK #2:**TASK #3:**

11 AM

12 PM

1 PM

TO DO:

2 PM

3 PM

4 PM

5 PM

6 PM

NOTES:

7 PM

8 PM