

2023 – 2024

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RANJEET KESHARWANI

[ranjeet@gmail.com](mailto:ranjeet@gmail.com)

9198704143

Testing Quotes

NOVEMBER 6-12

Personal		
Roles/Action Items		

**PRINCIPLE/VIRTUE  
OF THE WEEK?**

**WELL-BEING**

Hydrate

Sleep 7 - 9 hrs

Fitness

Meals

9 THURSDAY  
**THURSDAY 29**

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

10 FRIDAY  
**FRIDAY 30**

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

11 SATURDAY  
**SATURDAY 01**

12 SUNDAY  
**SUNDAY 02**

*Nothing is impossible,  
the word itself says  
"I'm possible"!*

Audrey Hepburn

# REFLECT

## CELEBRATE AND GIVE THANKS

What were my biggest wins this week? \_\_\_\_\_

What am I grateful for? \_\_\_\_\_

## GROW

What personal goals did I make progress on? \_\_\_\_\_

What was my biggest challenge this week? \_\_\_\_\_

If advising or mentoring someone with the same challenge, I'd advise them to ... \_\_\_\_\_

## CARE FOR YOURSELF

Physical well-being	Needs work	1 - 2 - 3 - 4 - 5	Excellent
Mental well-being	Needs work	1 - 2 - 3 - 4 - 5	Excellent
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Soul / spiritual well-being	Needs work	1 - 2 - 3 - 4 - 5	Excellent

How is my self-care going?

## PIVOT

What should I start, stop, and continue doing? \_\_\_\_\_

No week is perfect, and that's okay. Reflect to celebrate what was intentionally done.

Celebrate the good, the wins – no matter how few or how many – and recalibrate going into the next week.

## PLANNING & PREP

MY LIFE BY DESIGN

Do I have any goals/habits that I'd like to prioritize this week? \_\_\_\_\_

Do I want to modify or add any rituals or routines this week? \_\_\_\_\_

Any other focuses for this week (e.g., principle/virtue)? \_\_\_\_\_

## **\*PRE-WEEK PLANNING**

- Am I prioritizing and scheduling what matters most for myself (health, well-being, and self-care)?
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NOVEMBER 13-19

Personal

Roles/Action Items

13 MONDAY  
**MONDAY 26**

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

14 TUESDAY  
**TUESDAY 27**

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

15 WEDNESDAY  
**WEDNESDAY 28**

6	2
7	3
8	4
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10	6
11	7
12	8
1	9

**PRINCIPLE/VIRTUE  
OF THE WEEK?**

**WELL-BEING**

Hydrate

Sleep 7 - 9 hrs

Fitness

Meals

16 THURSDAY  
**THURSDAY 29**

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7 3  
8 4  
9 5  
10 6  
11 7  
12 8  
1 9

17 FRIDAY  
**FRIDAY 30**

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

18 SATURDAY  
**SATURDAY 01**

19 SUNDAY  
**SUNDAY 02**

My mission in life is not merely to survive but to thrive and to do so with some passion, some compassion, some humor, and some style.

Maya Angelou

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NOVEMBER 20-26

Personal

Roles/Action Items

20 MONDAY  
**MONDAY 26**

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

21 TUESDAY  
**TUESDAY 27**

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

22 WEDNESDAY  
**WEDNESDAY 28**

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

## PRINCIPLE/VIRTUE OF THE WEEK?

## WELL-BEING

Hydrate 

Sleep 7 - 9 hrs

Fitness

## Meals

23 THURSDAY  
**THURSDAY '29**

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

24 FRIDAY  
**FRIDAY 30**

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

25 SATURDAY

26 SUNDAY

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NOVEMBER 27-DECEMBER 3

Personal

Roles/Action Items

27 MONDAY  
**MONDAY 26**

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9	5
10	6
11	7
12	8
1	9

28 TUESDAY  
**TUESDAY 27**

6	2
7	3
8	4
9	5
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12	8
1	9

29 WEDNESDAY  
**WEDNESDAY 28**

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

**PRINCIPLE/VIRTUE  
OF THE WEEK?**

**WELL-BEING**

Fitness

Hydrate

Sleep 7 - 9 hrs

Meals

30 THURSDAY  
**THURSDAY '29**

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

1 FRIDAY  
**FRIDAY 30**

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

2 SATURDAY  
**SATURDAY 01**

3 SUNDAY  
**SUNDAY 02**

Things which matter most must never be  
at the mercy of things which matter least.

Goethe

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DECEMBER 4-10

Personal

Roles/Action Items

4 MONDAY  
**MONDAY 26**

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

5 TUESDAY  
**TUESDAY 27**

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

6 WEDNESDAY  
**WEDNESDAY 28**

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

## PRINCIPLE/VIRTUE OF THE WEEK?

## WELL-BEING

## Hydrate

Sleep 7 - 9 hrs

Fitness

## Meals

7 THURSDAY  
THURSDAY 29

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

**8 FRIDAY**  
**FRIDAY 30**

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

**SATURDAY 01**

10 SUNDAY  
SUNDAY 02

*Nothing is impossible,  
the word itself says  
"I'm possible!"*

Audrey Hepburn

# REFLECT

## CELEBRATE AND GIVE THANKS

What were my biggest wins this week? \_\_\_\_\_

What am I grateful for? \_\_\_\_\_

## GROW

What personal goals did I make progress on? \_\_\_\_\_

What was my biggest challenge this week? \_\_\_\_\_

If advising or mentoring someone with the same challenge, I'd advise them to ... \_\_\_\_\_

## CARE FOR YOURSELF

Physical well-being	Needs work	1 - 2 - 3 - 4 - 5	Excellent
Mental well-being	Needs work	1 - 2 - 3 - 4 - 5	Excellent
Emotional well-being	Needs work	1 - 2 - 3 - 4 - 5	Excellent
Soul / spiritual well-being	Needs work	1 - 2 - 3 - 4 - 5	Excellent

How is my self-care going?

## PIVOT

What should I start, stop, and continue doing? \_\_\_\_\_

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Celebrate the good, the wins – no matter how few or how many – and recalibrate going into the next week.

## PLANNING & PREP

MY LIFE BY DESIGN

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Do I want to modify or add any rituals or routines this week? \_\_\_\_\_

Any other focuses for this week (e.g., principle/virtue)? \_\_\_\_\_

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	JAN	FEB	MAR	ABR	MAY	JUN
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DECEMBER 11-17

Personal		
Roles/Action Items		
	<b>11 MONDAY MONDAY 26</b>	
	6	2
	7	3
	8	4
	9	5
	10	6
	11	7
	12	8
	1	9
	<b>12 TUESDAY TUESDAY 27</b>	
	6	2
	7	3
	8	4
	9	5
	10	6
	11	7
	12	8
	1	9
	<b>13 WEDNESDAY WEDNESDAY 28</b>	
	6	2
	7	3
	8	4
	9	5
	10	6
	11	7
	12	8
	1	9

## PRINCIPLE/VIRTUE OF THE WEEK?

## WELL-BEING

### Hydrate

Sleep 7 - 9 hrs

Fitness

## Meals

14 THURSDAY  
THURSDAY '29

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

15 FRIDAY  
**FRIDAY 30**

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

16 SATURDAY  
**SATURDAY 01**

17 SUNDAY  
SUNDAY 02

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Maya Angelou

# REFLECT

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MY LIFE BY DESIGN

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30						
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DECEMBER 18 - 24

Personal		
Roles/Action Items		
	<b>18 MONDAY MONDAY 26</b>	
6	2	
7	3	
8	4	
9	5	
10	6	
11	7	
12	8	
1	9	
	<b>19 TUESDAY TUESDAY 27</b>	
6	2	
7	3	
8	4	
9	5	
10	6	
11	7	
12	8	
1	9	
	<b>20 WEDNESDAY WEDNESDAY 28</b>	
6	2	
7	3	
8	4	
9	5	
10	6	
11	7	
12	8	
1	9	

**PRINCIPLE/VIRTUE  
OF THE WEEK?**

**WELL-BEING**

Hydrate

Sleep 7 - 9 hrs

Fitness

Meals

21 THURSDAY  
**THURSDAY '29**

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

22 FRIDAY  
**FRIDAY 30**

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

23 SATURDAY  
**SATURDAY 01**

24 SUNDAY  
**SUNDAY 02**

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Maya Angelou

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MY LIFE BY DESIGN

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DECEMBER 25 - 31

## Personal

### **Roles/Action Items**

25 MONDAY  
**MONDAY** 26

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

**26 TUESDAY**  
**TUESDAY 27**

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

**27 WEDNESDAY**

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

## PRINCIPLE/VIRTUE OF THE WEEK?

## WELL-BEING

### Hydrate

Sleep 7 - 9 hrs

Fitness

## Meals

28 THURSDAY  
**THURSDAY 29**

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

29 FRIDAY  
**FRIDAY 30**

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

30 SATURDAY  
SATURDAY 01

31 SUNDAY  
SUNDAY 02

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JANUARY 1-7

Personal			
Roles/Action Items			
		<b>1 MONDAY MONDAY 26</b>  6 _____ 2 _____ 7 _____ 3 _____ 8 _____ 4 _____ 9 _____ 5 _____ 10 _____ 6 _____ 11 _____ 7 _____ 12 _____ 8 _____ 1 _____ 9 _____	
		<b>2 TUESDAY TUESDAY 27</b>  6 _____ 2 _____ 7 _____ 3 _____ 8 _____ 4 _____ 9 _____ 5 _____ 10 _____ 6 _____ 11 _____ 7 _____ 12 _____ 8 _____ 1 _____ 9 _____	
		<b>3 WEDNESDAY WEDNESDAY 28</b>  6 _____ 2 _____ 7 _____ 3 _____ 8 _____ 4 _____ 9 _____ 5 _____ 10 _____ 6 _____ 11 _____ 7 _____ 12 _____ 8 _____ 1 _____ 9 _____	

**PRINCIPLE/VIRTUE  
OF THE WEEK?**

**WELL-BEING**

Hydrate

Sleep 7 - 9 hrs

Fitness

Meals

4 THURSDAY  
**THURSDAY '29**

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

5 FRIDAY  
**FRIDAY 30**

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

6 SATURDAY  
**SATURDAY 01**

7 SUNDAY  
**SUNDAY 02**

Things which matter most must never be  
at the mercy of things which matter least.

Goethe

# REFLECT

## CELEBRATE AND GIVE THANKS

What were my biggest wins this week? \_\_\_\_\_

What am I grateful for? \_\_\_\_\_

## GROW

What personal goals did I make progress on? \_\_\_\_\_

What was my biggest challenge this week? \_\_\_\_\_

If advising or mentoring someone with the same challenge, I'd advise them to ... \_\_\_\_\_

## CARE FOR YOURSELF

Physical well-being	Needs work	1 - 2 - 3 - 4 - 5	Excellent
Mental well-being	Needs work	1 - 2 - 3 - 4 - 5	Excellent
Emotional well-being	Needs work	1 - 2 - 3 - 4 - 5	Excellent
Soul / spiritual well-being	Needs work	1 - 2 - 3 - 4 - 5	Excellent

How is my self-care going?

## PIVOT

What should I start, stop, and continue doing? \_\_\_\_\_

No week is perfect, and that's okay. Reflect to celebrate what was intentionally done.

Celebrate the good, the wins – no matter how few or how many – and recalibrate going into the next week.

## PLANNING & PREP

MY LIFE BY DESIGN

Do I have any goals/habits that I'd like to prioritize this week? \_\_\_\_\_

Do I want to modify or add any rituals or routines this week? \_\_\_\_\_

Any other focuses for this week (e.g., principle/virtue)? \_\_\_\_\_

## **\*PRE-WEEK PLANNING**

- Am I prioritizing and scheduling what matters most for myself (health, well-being, and self-care)?
  - Am I prioritizing and scheduling what matters most for my key relationships?
  - Am I prioritizing and scheduling what matters most in my professional life?
  - Do my priorities align with my personal goals and vision?

## **HOW TO PRE-WEEK PLAN:**

Use your pre-week planning bookmark (daily planners) or pre-week planning table (weekly planners):

1. Write out your life roles (e.g., personal, professional, family, hobby, community, etc.)
  2. Write out what matters most for each role (1-5 key tasks or priorities) this week.
  3. Schedule those tasks and priorities in your planner (i.e., schedule your priorities first)

## THOUGHTS AND NOTES

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