

Page 1: Symbol & Color Legend (Reference Page)

Symbols Key:

- (Dot): Task to-do item
- ✓ (Check): Completed task
- (Arrow): Task moved to another day
- ✿ (Flower): Wellness & Self-Care (Yoga, Strength, Meditation)
- ★ (Star): Creative Work (Jokes, Videos, Ukulele)
- ♡ (Heart): Social or Community Activities (Friends, Family, Events)
- !! (Double Exclamation): Urgent or High-Priority
- ~ (Wave): Relaxation or Free Time

Color Legend:

- Purple:** Spiritual & Wellness (Yoga, Journaling, Tarot/Astrology Prep)
- Pink:** Creative Projects (Writing Jokes, Filming, Editing)
- Blue:** Community Work (Open Mic, Networking, Events)
- Green:** Fitness & Strength (Workouts, Stretching)
- Orange:** Pet Care (Feeding, Walks)
- Red:** Urgent Tasks (Time-Sensitive)
- Yellow:** Personal & Social (Family Time, Calls, Relaxation)

Page 2: Daily Planner Page

Date: _____

Time Block	Task/ Activity	Symbol	Color	Notes
Morning (7 AM - 10 AM)				
	Priority #1:			
	Priority #2:			
	Priority #3:			
	Pet Care (Feed/Walk)	♡	Orange	
	Wellness (Yoga/ Stretch)	✿	Purple/Green	
Work/ Creative (10-2 PM)				
	Creative/ Work			

Afternoon (2-6 PM)				
	Pet Care (Play)	♡	Orange	
	Creative Task	★	Pink	
	Cleaning/ Hygiene	●	Green	
Evening (6-9 PM)				
	Community/ Social	♡	Blue/Yellow	
	Fitness/ Strength Training	✿	Green	
	Relaxation	~	Yellow	

Random Thoughts/Ideas:

Evening Reflection:

Page 3: Weekly Overview

Week of: _____

Day	Major Goals (3–5)	Appointments/ Events	Task Assignments
Monday	● _____	_____	_____
Tuesday	● _____	_____	_____
Wednesday	● _____	_____	_____
Thursday	● _____	_____	_____
Friday	● _____	_____	_____

Saturday	● _____	_____	_____
Sunday	● _____	_____	_____

Page 4: Monthly Tracker

Month: _____

Habit/ Task	Week 1	Week 2	Week 3	Week 4	Notes
Pet Walks (Daily)					Aim for daily
Video Uploads (Weekly)					1–2 per week
Joke Writing (Daily)					1 joke/day
Tarot/ Astrology Prep					2–3 sessions/week
Yoga/ Strength (Daily)					5–10 min daily
Cleaning (1 Task/ Day)					e.g., Dishes, Laundry

Page 5: Eisenhower Matrix & Task Batching

Eisenhower Matrix

	Urgent	Not Urgent
Important	● _____	● _____
	(Do first)	(Schedule)
Not Important	● _____	● _____

	(Delegate/Quick)	(Skip/Limit)
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Task Batching

Category	Task Grouping	Time Block
Pet Care	Feeding, Walking, Playtime	_____
Creative Work	Writing jokes, Filming, Editing	_____
Community	Event prep, Networking, Open Mic	_____
Wellness	Yoga, Strength training, Meditation	_____

- **Symbols Key:**

- ● (Dot): Task to-do item
- ✓ (Check): Completed task
- → (Arrow): Task moved to another day
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- !! (Double Exclamation): Urgent or High-Priority
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- **Color Legend:**

- **Purple:** Spiritual & Wellness (Yoga, Journaling, Tarot/Astrology Prep)
- **Pink:** Creative Projects (Writing Jokes, Filming, Editing)
- **Blue:** Community Work (Open Mic, Networking, Events)
- **Green:** Fitness & Strength (Workouts, Stretching)
- **Orange:** Pet Care (Feeding, Walks)
- **Red:** Urgent Tasks (Time-Sensitive)
- **Yellow:** Personal & Social (Family Time, Calls, Relaxation)

2. Daily Planner

- **Date:** _____

- **Morning (7 AM - 10 AM)**

- Priority #1:
 - ◆ ●
- Priority #2:
 - ◆ ●
- Priority #3:
 - ◆ ●
- Pet Care (Feed/Walk)
 - ◆ ❤ (Orange)
- Wellness (Yoga/Stretch)

- ◆ ♀ (Purple/Green)

- **Work/Creative (10 AM - 2 PM)**

- Creative/Work:
 - ◆ ●

- **Afternoon (2 PM - 6 PM)**

- Pet Care (Play)
 - ◆ ♥ (Orange)
- Creative Task
 - ◆ ★ (Pink)
- Cleaning/Hygiene
 - ◆ ● (Green)

- **Evening (6 PM - 9 PM)**

- Community/Social
 - ◆ ♥ (Blue/Yellow)
- Fitness/Strength Training
 - ◆ ♀ (Green)
- Relaxation
 - ◆ ~ (Yellow)

- **Random Thoughts/Ideas:**

- **Evening Reflection:**

3. Weekly Overview

- **Week of: _____**

- **Monday**

- Major Goals (3-5)
 - ◆ ●
 - ◆ ●
 - ◆ ●
- Appointments/Events
- Task Assignments

- **Tuesday**

- Major Goals (3-5)
 - ◆ ●
 - ◆ ●
 - ◆ ●
- Appointments/Events
- Task Assignments

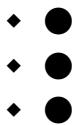
- **Wednesday**

- Major Goals (3-5)
 - ◆ ●
 - ◆ ●
 - ◆ ●
- Appointments/Events

- Task Assignments

- **Thursday**

- Major Goals (3–5)

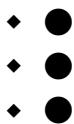


- Appointments/Events

- Task Assignments

- **Friday**

- Major Goals (3–5)

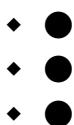


- Appointments/Events

- Task Assignments

- **Saturday**

- Major Goals (3–5)

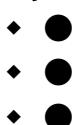


- Appointments/Events

- Task Assignments

- **Sunday**

- Major Goals (3–5)



- Appointments/Events

- Task Assignments

4. Monthly Tracker

- **Month:** _____

- **Habit/Task**

- Pet Walks (Daily)

- ◆ Week 1:
◆ Week 2:
◆ Week 3:
◆ Week 4:
◆ Notes: Aim for daily

- Video Uploads (Weekly)

- ◆ Week 1:
◆ Week 2:
◆ Week 3:

- ◆ Week 4:
- ◆ Notes: 1–2 per week
- Joke Writing (Daily)
 - ◆ Week 1:
 - ◆ Week 2:
 - ◆ Week 3:
 - ◆ Week 4:
 - ◆ Notes: 1 joke/day
- Tarot/Astrology Prep
 - ◆ Week 1:
 - ◆ Week 2:
 - ◆ Week 3:
 - ◆ Week 4:
 - ◆ Notes: 2–3 sessions/week
- Yoga/Strength (Daily)
 - ◆ Week 1:
 - ◆ Week 2:
 - ◆ Week 3:
 - ◆ Week 4:
 - ◆ Notes: 5–10 min daily
- Cleaning (1 Task/Day)
 - ◆ Week 1:
 - ◆ Week 2:
 - ◆ Week 3:
 - ◆ Week 4:
 - ◆ Notes: e.g., Dishes, Laundry

5. Eisenhower Matrix & Task Batching

- **Eisenhower Matrix**
- **Urgent & Important**
 - ◆ ●
 - ◆ (Do first)
- **Not Urgent but Important**
 - ◆ ●
 - ◆ (Schedule)
- **Urgent but Not Important**
 - ◆ ●
 - ◆ (Delegate/Quick)
- **Neither Urgent nor Important**
 - ◆ ●
 - ◆ (Skip/Limit)
- **Task Batching**
- **Pet Care**

- ◆ Task Grouping: Feeding, Walking, Playtime
- ◆ Time Block:
- **Creative Work**
 - ◆ Task Grouping: Writing jokes, Filming, Editing
 - ◆ Time Block:
- **Community**
 - ◆ Task Grouping: Event prep, Networking, Open Mic
 - ◆ Time Block:
- **Wellness**
 - ◆ Task Grouping: Yoga, Strength training, Meditation
 - ◆ Time Block: