

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)
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
- ✿ (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)

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: