MONDAY

/ /

HIGHLIGHT (90')

| 15' L | 15' P |
| 15' T | 15' D |

5–7 | 1,5h Wakeup

7–8 | 1h Start
Energy:
10–12 Deep Work

Mood: ☺ ☺ ☹
14–16 Superficial

16–17 | 1h End
Energy:

TODO

| 20' Guilt |
| 20' Email |
| 20' Admin |

MINI-JOURNAL

TODAY'S SUCCESSES

WHAT DIDN'T WORK

GRATITUDE

DAILY TRACKER

TUESDAY

/ /

HIGHLIGHT (90')

| 15' L | 15' P |
| 15' T | 15' D |

5–7 | 1,5h Wakeup

7–8 | 1h Start
Energy:
10–12 Deep Work

Mood: ☺ ☺ ☹
14–16 Superficial

16–17 | 1h End
Energy:

TODO

| 20' Guilt |
| 20' Email |
| 20' Admin |

MINI-JOURNAL

TODAY'S SUCCESSES

WHAT DIDN'T WORK

GRATITUDE

DAILY TRACKER

WEDNESDAY

/ /

HIGHLIGHT (90')

| 15' L | 15' P |
| 15' T | 15' D |

5–7 | 1,5h Wakeup

7–8 | 1h Start
Energy:
10–12 Deep Work

Mood: ☺ ☺ ☹
14–16 Superficial

16–17 | 1h End
Energy:

TODO

| 20' Guilt |
| 20' Email |
| 20' Admin |

MINI-JOURNAL

TODAY'S SUCCESSES

WHAT DIDN'T WORK

GRATITUDE

DAILY TRACKER

THURSDAY

/ /

HIGHLIGHT (90')

| 15' L | 15' P |
| 15' T | 15' D |

5–7 | 1,5h Wakeup

7–8 | 1h Start
Energy:
10–12 Deep Work

Mood: ☺ ☺ ☹
14–16 Superficial

16–17 | 1h End
Energy:

TODO

| 20' Guilt |
| 20' Email |
| 20' Admin |

MINI-JOURNAL

TODAY'S SUCCESSES

WHAT DIDN'T WORK

GRATITUDE

DAILY TRACKER

FRIDAY

/ /

HIGHLIGHT (90')

| 15' L | 15' P |
| 15' T | 15' D |

5–7 | 1,5h Wakeup

7–8 | 1h Start
Energy:
10–12 Deep Work

Mood: ☺ ☺ ☹
14–16 Superficial

16–17 | 1h End
Energy:

TODO

| 20' Guilt |
| 20' Email |
| 20' Admin |

MINI-JOURNAL

TODAY'S SUCCESSES

WHAT DIDN'T WORK

GRATITUDE

DAILY TRACKER

Weekend

HAVE FUN!

ADVENTURE (1 day)

RELAX (1 day)

SIMPLIFY!

Get rid of one thing each!

- unsubscribe
- delete (app, data)
- purge one thing
- what can you automate?
- un-commit from 1 thing

SELF-MAINTENANCE

Self-care; invest in yourself

TIME USAGE (IN BUCKETS)

DEEP WORK

SUPERFICIAL WORK

WEEKLY PQO

○
○
○

ACHIEVEMENTS

☑
☑
☑

REFLECT!

How can I use travel time deliberately?

Which intentions do I want to set?

What's important right now?

What's next?

Master Task List

ADMIN TASKS

○
○
○

GUILT HOUR

○
○
○

EMAIL

○
○
○

READING LIST

○
○
○

READING

☐ ☐ ☐ ☐ ☐ ■ ■

EXERCISE

☐ ☐ ☐ ☐ ☐ ■ ■

LEARNING

☐ ☐ ☐ ☐ ☐ ■ ■

DELIB. PRACTICE

☐ ☐ ☐ ☐ ☐ ■ ■

URGENT & IMPORTANT:
DO IT NOW

IMPORTANT BUT NOT URGENT:
PLAN

URGENT & NOT IMPORTANT:
DELEGATE

UNIMPORTANT & NOT URGENT:
DELETE

Monthly Overview

🏆 ACHIEVEMENTS

🔍 ADD 1 LINE TO YOUR CV PER MONTH

GOALS

1 MONTH	3 MONTHS

1 YEAR	3 YEARS

Writing

Reading (10p)

Yoga

📂 21/30 DAY CHALLENGE

💡 20H TO LEARN ANYTHING

white boxes for 20 one hour sessions,
use black boxes for 27 timeboxes of 45min
45min x26.6 = 20h

TRAVEL / ADVENTURE

🌐 PLACES TO GO

➤ THINGS TO VISIT

♡ THINGS TO DO

👥 PEOPLE TO SEE

white boxes for 20 one hour sessions,
use black boxes for 27 timeboxes of 45min
45min x26.6 = 20h

PROJECT:

WHAT I LEARNED:

(Theory+Practice)

💡 20H TO LEARN ANYTHING

THEORY

PRACTICE

GOAL:

PROJECT:

WHAT I LEARNED:

(Theory+Practice)

💡 20H TO LEARN ANYTHING

THEORY

PRACTICE

GOAL:

PROJECT:

WHAT I LEARNED:

(Theory+Practice)

💡 20H TO LEARN ANYTHING

THEORY

PRACTICE

GOAL:

#100DaysofCode-Challenge

Start:

#100DAYSOFCODE

REWARDS FOR COMPLETION

BIG PROJECT FOR THE WHOLE CHALLENGE

SUBPROJECTS

10 DAY GOALS / ACHIEVEMENTS:

WHAT I LEARNED

- ○
- ○
- ○
- ○
- ○

- ○
- ○
- ○
- ○
- ○

---

10 DAY GOALS / ACHIEVEMENTS:

WHAT I LEARNED

- ○
- ○
- ○
- ○
- ○

- ○
- ○
- ○
- ○
- ○

---

10 DAY GOALS / ACHIEVEMENTS:

WHAT I LEARNED

- ○
- ○
- ○
- ○
- ○

- ○
- ○
- ○
- ○
- ○

---

10 DAY GOALS / ACHIEVEMENTS:

WHAT I LEARNED

○
○
○
○
○

○
○
○
○
○

50 OF #100DAYSOFCODE

10 DAY GOALS / ACHIEVEMENTS:

WHAT I LEARNED

○
○
○
○
○

○
○
○
○
○

60 OF #100DAYSOFCODE

10 DAY GOALS / ACHIEVEMENTS:

WHAT I LEARNED

○
○
○
○
○

○
○
○
○
○

70 OF #100DAYSOFCODE

10 DAY GOALS / ACHIEVEMENTS:

- ○
- ○
- ○
- ○
- ○

- ○
- ○
- ○
- ○
- ○

WHAT I LEARNED

---

80 OF #100DAYSOFCODE

10 DAY GOALS / ACHIEVEMENTS:

- ○
- ○
- ○
- ○
- ○

- ○
- ○
- ○
- ○
- ○

WHAT I LEARNED

---

90 OF #100DAYSOFCODE

10 DAY GOALS / ACHIEVEMENTS:

- ○
- ○
- ○
- ○
- ○

- ○
- ○
- ○
- ○
- ○

WHAT I LEARNED

10 DAY GOALS / ACHIEVEMENTS:

WHAT I LEARNED

○
○
○
○
○

○
○
○
○
○

Monthly Planner for 21 Day Goal Sprint

WEEK 1 / WEEKLY GOAL

MON / /	**TUES** / /	**WED** / /
THUR / /	**FRI** / /	**SAT** / /
SUN / /		

WEEK 2 / WEEKLY GOAL

MON / /	**TUES** / /	**WED** / /
THUR / /	**FRI** / /	**SAT** / /
SUN / /		

WEEK 3 / WEEKLY GOAL

MON / /	TUES / /	WED / /

THUR / /	FRI / /	SAT / /

SUN / /

WEEK 4 / WEEKLY GOAL

___ / /	___ / /	___ / /

TIME OFF (6 DAYS)

Monthly Planner for 21 Day Goal Sprint

WEEK 1 / WEEKLY GOAL

MON / /	**TUES** / /	**WED** / /
THUR / /	**FRI** / /	**SAT** / /

SUN / /

WEEK 2 / WEEKLY GOAL

MON / /	**TUES** / /	**WED** / /
THUR / /	**FRI** / /	**SAT** / /

SUN / /

WEEK 3 / WEEKLY GOAL

MON / /	TUES / /	WED / /

THUR / /	FRI / /	SAT / /

SUN / /

WEEK 4 / WEEKLY GOAL

___ / /	___ / /	___ / /

TIME OFF (6 DAYS)

Monthly Planner for 21 Day Goal Sprint

WEEK 1 / WEEKLY GOAL

MON / /	TUES / /	WED / /
THUR / /	FRI / /	SAT / /
SUN / /		

WEEK 2 / WEEKLY GOAL

MON / /	TUES / /	WED / /
THUR / /	FRI / /	SAT / /
SUN / /		

WEEK 3 / WEEKLY GOAL

MON / /	TUES / /	WED / /

THUR / /	FRI / /	SAT / /

SUN / /

WEEK 4 / WEEKLY GOAL

___ / /	___ / /	___ / /

TIME OFF (6 DAYS)

You get 6 days off per month, if you work 6 days a week (of which one day is blocked off for (self-)maintenance tasks, i.e. not making progress on your goal). To get a full 21 days of work in, you need 3 more days from the 4th week (total 28 days). This means 4 days off in the 4th week plus 2 more (= 6 days off per month) because the month is 30/31 days.
If you want to save your days off for a real holiday at the end of the 90 days, just start with the next 21 day template. To get around the problem that each 21 day session normally starts on a Monday, just start adding the rest of this week to the next template's last week which is completely undated.

90 Day Project = 3 Months

GOALS

ACHIEVEMENTS

WHY

REWARD

ACTION STEPS TO REACH THE GOAL

1ST 21-DAY SPRINT

2ND 21-DAY SPRINT

3RD 21-DAY SPRINT

HOLIDAY / MINI-RETIREMENT

1st Month

PROGRESS CALENDAR

2nd Month

PROGRESS CALENDAR

3rd Month

PROGRESS CALENDAR

Reward / Break

HOLIDAY (= 2.5 WEEKS)

URGENT & IMPORTANT:
DO IT NOW

IMPORTANT BUT NOT URGENT:
PLAN

URGENT & NOT IMPORTANT:
DELEGATE

UNIMPORTANT & NOT URGENT:
DELETE