

## Monthly Log

Study the recorded weekly plans.

KALM: Keep – Add – Less – More

What have I learned?

What went well?

What should change?

Where are there ambiguities?

Review long-term plans & goals

Define the next monthly goals.

Where appropriate, carry over the last monthly journal to the annual journal or to the next monthly journal.

Archive or dispose the obsolete notes.

## Weekly Planning

Do the rough planning in the weekly planner (the detailed planning is done there daily as well).

Check the schedule and tracker lists and transfer it to the weekly planner if needed.

## Journal Structure

Split into a monthly journal and an annual journal.

The monthly journal format consists of 5x weekly planner and about 20 to 30 bullet sheets. The bullet

sheets fill with important collections, but notes as well. The weekly planner also serves as a reminder for the monthly log entry.

The monthly journal starts over every month or four to five weeks.

The annual journal forms a folder and has the structure: various calendars, trackers, long-term collections and the monthly log. All other archived notes can have a section here as well.

With the long-term collections in the annual journal, you save the constant carryover to the next monthly journal and keeps it lean.

Collections are all sorts of things: TODO lists, wish lists favorites lists, ideas / concepts, goals & plans, analysis, self-knowledge & reflections ...

## Planning Layers

Structure in time:

Live phase – year – quarter – month – week – day

Structure of planning:

Live phase – live goals – projects – ideas & activities