



THE *ceo's* PLANNER

Where shit gets done and the magic happens

CREATED BY
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DAILY REMINDERS

for a successful day

I'M THE CEO!

And don't forget it.

LIGHTS, CANDLES, ACTION !

Start the day with the things I love and set the mood to conquer with calmness.

POMODOROS

One a day keeps the procrastination away.

THE MAKE IT HAPPEN LIST AKA TO DO

Remember that the crumb across the room is not an urgent task! { Lunches are. }

THE CALENDER

Scheduling my work , myself & family time gives me freedom from the crazy pants I wear when I don't make time for anything but chaos.

RELAX.

Need I say more? Chill out or you'll burn out, girl.

AN INTENTION GOOD FOR ANY DAY

"I start today knowing I'm strong, mindful and grateful. I am brimming with energy and overflowing with joy. I have been given endless talents which I begin to utilize today."

A QUICK *glance* AT THE YEAR
TWENTY-FIFTEEN CALENDAR

JANUARY

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

REMEMBER SOME IMPORTANT *stuff* THIS YEAR!
MY VERY VERY IMPORTANT DATES

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

A LITTLE DOSE OF *inspiration*
WORDS OF INTENTION

ABUNDANT ACCOMPLISHED ACHIEVING ACTIVE ADMIRABLE ADORABLE ADVENTUROUS ADMIRER
AFFLUENT AGREEABLE ALERT ALIGNED ALIVE AMAZING APPEALING APPRECIATE ARTISTIC ASTOUNDING
ASTUTE ATTENTIVE ATTRACTIVE AUSPICIOUS AUTHENTIC AWAKE AWARE BEAMING BEAUTIFUL BEST BLESSED
BLISS BOLD BRIGHT BRILLIANT BRISK BUOYANT CALM CAPABLE CENTERED CERTAIN CHARMING CHEERFUL
CLEAR CLEVER COMPETENT COMPLETE CONFIDENT CONNECTED CONSCIOUS CONSIDERATE COURAGEOUS
CREATIVE DARING DAZZLING DELICIOUS DELIGHTFUL DESIRABLE DETERMINED DILIGENT DYNAMIC
EFFICIENT EFFORTLESS ELEGANT ELOQUENT ENERGETIC ENDLESS ENHANCING ENGAGING ENLIGHTENED
ENORMOUS ENTERPRISING ENTHUSIASTIC ENTICING EXCELLENT EXCEPTIONAL EXCITED EXPERIENCED
EXQUISITE FABULOUS FASCINATING FLATTERING FLOURISHING FORTUNATE FREE FRIENDLY FULFILLED FUN
GENEROUS GENUINE GIFTED GLORIOUS GLOWING GOOD GORGEOUS GRACEFUL GRACIOUS GRAND
GREAT HANDSOME HAPPY HARMONIOUS HEALED HEALTHY HELPFUL HONEST HUMBLE HUMOROUS IDEAL
IMAGINATIVE IMPRESSIVE INDUSTRIOUS INNOVATIVE INSPIRED INTELLIGENT INTERESTING INTUITIVE
INVENTIVE INVINCIBLE INVITING IRRESISTIBLE JOYOUS JUDICIOUS KIND KNOWLEDGEABLE LIGHT LIMITLESS
LIVELY LOVING LUCKY LUMINOUS MAGICAL MAGNIFICENT MARVELOUS MASTERFUL MIGHTY MIRACULOUS
MOTIVATED NATURAL NEAT NICE NURTURING NOBLE OPTIMISTIC ORGANIZED OUTSTANDING PASSIONATE
PEACEFUL PERSEVERING PERSISTENT PLAYFUL PLEASING PLENTIFUL POSITIVE POWERFUL PRECIOUS PREPARED
PRODUCTIVE PROFOUND PROMPT PROSPEROUS PROUD QUALIFIED QUICK RADIANT REASONABLE REFINED
REFRESHING RELAXING RELIABLE REMARKABLE RESOLUTE RESOURCEFUL RESPECTED REWARDING ROBUST
SAFE SATISFIED SECURE SEDUCTIVE SELF-RELIANT SENSATIONAL SENSIBLE SENSITIVE SERENE SOULFUL
SKILLFUL SMART SMASHING SMOOTH SPARKLING SPIRITUAL SPLENDID STRONG STUNNING SUCCESSFUL
SUPERB SWIFT TALENTED TENACIOUS TERRIFIC THANKFUL THRILLING THRIVING TIMELY TRUSTING TRUTHFUL
ULTIMATE UNIQUE VALIANT VALUABLE VERSATILE VIBRANT VICTORIOUS VIGOROUS VIVACIOUS VIVID WARM
WEALTHY WELL WHOLE WISE WONDERFUL WORTHY YOUNG YOUTHFUL ZEAL ZEN ZEST

HEY #BOSS LET'S GET *shit* DONE TODAY!

TODAY DATE IS _____

AND TO FEEL _____ IS MY INTENTION
Intention is defined as having in mind a feeling, purpose or plan, to direct the mind, to take aim.

MEETINGS

WITH WHO	MEETING GOALS

Tip: Before your meeting think about what you want the outcome to be, your main goals. This will help you stay focused and help you achieve successful meetings by using your timely wisely.

TO DOS

- _____
top priority
- _____
top priority
- _____
top priority
- _____

- _____
- _____
- _____
- _____

CEO TASK OF THE DAY ⚡

Tip: Pomodoro to get through some tasks, this will keep you on track and your amazing momentum going.

IDEAS & NOTES 💡

Tip: If you have an idea jot it down, get it out and come back to it.

SELF LOVE ♡

Tip: Make sure to take 30 min to yourself a day. Remember you deserve and need this.

🍴 WHAT'S FOR DIN?!

LET'S CONQUER TOMORROW, TODAY!

Flip the page & plan your next work day ►►

LET'S CLEAR ALL THE *crazy* OFF YOUR PLATE
TO DO OR NOT TO DO THAT IS THE QUESTION

Write down all of your to do's from home to work. Big and small. Then list in order of most important consequence — what's most affected if this gets done or not.

LIST DUMP

MY CLIENTS

THE MOST URGENT _____

OH BOY! URGENT _____

NOT SO URGENT _____

MY OWN BUSSINESS

OH BOY! URGENT _____

NOT SO URGENT _____

MY HOME

“WHAT IF I FALL?” OH BUT MY DARLING, WHAT IF YOU FLY?”

- Erin Hanson

KEEP YOUR WEBSITE *happy*
MONTHLY WEBSITE CHECKLIST

- VISIT YOUR SITE & CLICK THROUGH EVERY PAGE
- CHECK FOR BROKEN IMAGE AND POST LINKS
- CHECK ALL SOCIAL MEDIA LINKS
- DELETE SPAM COMMENTS
- CHECK FOR CONTENT ERRORS
- BACK UP YOUR WEBSITE
- UPDATE THEMES AND PLUG-INS (FIRST BACK UP YOUR WEBSITE)

NOTES & WEBSITE TO DOS

“THE SECRET OF ALL VICTORY LIES IN THE ORGANIZATION OF THE NON-OBVIOUS.”

-Marcus Aurelius