



# THE *ceo's* PLANNER

*Where shit gets done and the magic happens*

CREATED BY  
*Kayla Rose*



# 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."*

## 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

START THE *month* OFF RIGHT  
**MONTHLY CALENDAR**

[illegible]

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
<i>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.</i>	

## 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*



BLOOM, *plan* & SOCIALIZE  
BLOG SCHEDULE

BLOGSTORMING

*Tip: What are some ideas that you could riff on, inspiration, advice, opinions, some steps your readers might take before they hire you? Get em' out and create some amazing helpful content!*

POST DATE	POST TITLE	SOCIAL DESCRIPTION	✉	g+	in	p	t	f	i

“HOW DARE YOU SETTLE FOR LESS WHEN THE WORLD HAS MADE IT SO EASY FOR YOU TO BE REMARKABLE?”

-Seth Godin

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*