

UNDATED DIGITAL PLANNER

Brain-friendly Planner

Tap a coloured tab on the right to start.

Home

Brain dump

Tasks

Day

Week

Month

Habits

Routines

Dopamine

Notes

● **Start here**

Brain dump
10 pages

Tasks
10 pages

Day
120 pages

Week
52 pages

Month
12 pages

Habits
12 pages

Routines
2 pages

Dopamine
1 page

Notes
20 pages

● **How it works**

No dates are printed, so you can start any day and skip days without wasted pages. Write the date at the top of a page when you use it.

Need more pages? In GoodNotes or Notability you can duplicate any page; the links on it keep working.

A simple way to use it:

- Empty your head into a Brain dump page, then sort it.
- Pick your top 3 on a Day page. Everything else is Must do or Nice to do.
- Turn anything big into small steps on a Tasks page.
- Do the Weekly reset once a week.
- Fill your Dopamine menu with things that help you get going.

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● Brain dump

3 pages

- Page 1
- Page 2
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● Brain dump page 1

Write down everything on your mind. Sort it later.

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● Brain dump

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- Task 1
- Task 2
- Task 3

● Break it down

task 1

■ The big task

■ Why it matters

■ First tiny step

■ Due

■ Reward when done

■ Notes

Step	Time	Done
1		☐
2		☐
3		☐
4		☐
5		☐
6		☐
7		☐
8		☐
9		☐
10		☐

● Break it down

task 2

■ The big task

■ Why it matters

■ First tiny step

■ Due

■ Reward when done

■ Notes

Step	Time	Done
1		☐
2		☐
3		☐
4		☐
5		☐
6		☐
7		☐
8		☐
9		☐
10		☐

● Break it down

task 3

■ The big task

■ Why it matters

■ First tiny step

■ Due

■ Reward when done

■ Notes

Step	Time	Done
1		☐
2		☐
3		☐
4		☐
5		☐
6		☐
7		☐
8		☐
9		☐
10		☐

- Date
- Energy
- Water

- Top 3

- Done list

- Must do

- Nice to do

- Notes

- Time blocks
- 7am
- 8am
- 9am
- 10am
- 11am
- 12pm
- 1pm
- 2pm
- 3pm
- 4pm
- 5pm
- 6pm
- 7pm
- 8pm
- 9pm
- 10pm

- Date
- Energy
- Water

- Top 3

- Done list

- Must do

- Nice to do

- Notes

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- 7am
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- 1pm
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- 4pm
- 5pm
- 6pm
- 7pm
- 8pm
- 9pm
- 10pm

■ Date

■ Energy

■ Water

■ Top 3

■ Done list

■ Must do

■ Nice to do

■ Notes

■ Time blocks

7am

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

6pm

7pm

8pm

9pm

10pm

- Week 1
- Week 2
- Week 3

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Focus this week

Weekly reset

- ☐ Empty inbox and downloads
- ☐ Check next week's calendar
- ☐ Plan meals and groceries
- ☐ Laundry
- ☐ Tidy desk and bag
- ☐ Pay bills
- ☐ Restock supplies
- ☐ Pick 3 priorities

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Focus this week

Weekly reset

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- ## Weekly reset
- ☐ Empty inbox and downloads
 - ☐ Check next week's calendar
 - ☐ Plan meals and groceries
 - ☐ Laundry
 - ☐ Tidy desk and bag
 - ☐ Pay bills
 - ☐ Restock supplies
 - ☐ Pick 3 priorities

- ☐ Empty inbox and downloads
- ☐ Check next week's calendar
- ☐ Plan meals and groceries
- ☐ Laundry
- ☐ Tidy desk and bag
- ☐ Pay bills
- ☐ Restock supplies
- ☐ Pick 3 priorities

Mon	Tue	Wed	Thu	Fri	Sat	Sun

■ 3 goals

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■ Dates to remember

■ Wins this month

Mon	Tue	Wed	Thu	Fri	Sat	Sun

All months

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■ 3 goals

- ☐
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- ☐
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- ☐
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■ Dates to remember

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-
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■ Wins this month

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Mon	Tue	Wed	Thu	Fri	Sat	Sun

■ 3 goals

- ☐
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- ☐
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- ☐
-

■ Dates to remember

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■ Wins this month

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Habit trackers

3 pages

- Month 1
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● Habit tracker

month 1

All trackers

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Habit

1

2

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1

1

2

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1

Colour a box each day you do it. Missing a day is fine; keep going the next.

month 3

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● Routines

2 pages

■ Morning routine

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■ Evening routine

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■ Work start routine

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■ Weekend routine

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Dopamine menu

your own list of things that help

■ Starters

Quick boosts, 5 minutes or less

■ Mains

Things that take longer and fill you up

■ Sides

Add to boring tasks: music, a podcast

■ Desserts

Treats to enjoy in small amounts

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