

Welcome!

I'm Jennifer Dawn. As a successful entrepreneur, wife, and mother of three I realized one day I needed a better way to keep every element of my busy life organized.

Over the years I'd used different planners - but none of them ever stuck 100% or did everything I needed. I always went back to:

- Sticky notes for my to-do lists
- Vision books for goal planning
- Appointment book for scheduled meetings
- Inspirational quotes to keep me motivated
- Gratitude journal for mindset
- Notebook for meals and health tracking

As I sat in my office - looking at ALL the books, notes, and paper everywhere on my desk - I realized I needed to put it all together. One simple, concise tool that would do it ALL.

That's how the Best Planner Ever was born.

I began using it to tame the chaos of my own busy life - raising a family while growing a business. The results were amazing and one day I said to my husband "*this is the best planner ever!*" and the name just stuck. From there I began using it with my business coaching clients and they too got superior results. They encouraged me to offer it to the world and I did just that.

Planners are a personal choice - I get it - and this one isn't meant to work for everybody. But for those of you it DOES work for, it makes my heart smile to know you have found us.

I hope the Best Planner Ever will help you save time, make more money, keep you organized, and help you stay focused on the things in life that really matter - the same as it has done for me.

Jennifer

Jennifer Dawn

~Business mentor and coach for high-achieving entrepreneurs. Founder of the Best Planner Ever.

www.JenniferDawnCoaching.com

www.BestPlannerEver.com



P.S. Come join our free Facebook group at www.Bestplannerever.Club for additional free resources, tools, training, networking, and FUN!

Instructions

The Best Planner Ever is designed to be different. It's not just a daily planner. It's a mindset tool setting you up for success every day.

The key to getting stellar results with the planner is simple - **USE IT!** If you get sidetracked, don't worry. Just come back and start again. Also, don't worry about filling in every line, each day. Just use what **YOU** need.

The Best Planner Ever is unique because it combines 3 powerful planning tools: Vision, Goals, and **Prioritized** Daily Actions.

- **VISION** is the picture of how you want your life to really look. It's crucial to have clarity around what you are trying to create before getting busy doing, doing, doing. A vision gives you clear **direction** so you know exactly where to focus each day.
- **GOALS** are the tangible benchmarks you'll set to make the vision become reality. They should be specific and have measurable outcomes so you know whether or not you are getting closer, further, or just stuck in the same place. Set goals in shorter increments such as 30 or 90 days.
- **PRIORITY DAILY ACTIONS** are the smaller steps you'll take each day to meet your goals. Instead of working through an endless to-do list, get clear on the tasks that will help you achieve your goals, and make those a top priority. Knock out 1-3 top priority actions each day to ensure you are **ALWAYS** moving forward on your goals. Action steps should be broken down into 10 minute increments. If it takes longer than 10 minutes, keep breaking it down.

This planner is designed to help you focus on getting the **RIGHT** things done - not just a **LOT** of things - each day so you are always moving forward toward your vision.

To be effective requires clarity on what you want to complete and the discipline to stay focused until it's done. Set fewer goals and pull **ALL** your effort into them. You will see far better results than spreading yourself too thin over too many projects at once.

Use the Best Planner Ever to get clarity on where you want to be (vision), set specific and measurable benchmarks (goals), and then stay focused on the high priority tasks that will really move the needle forward (daily tasks).

It's a mindset shift to go from an endless to do list to prioritized daily planning, but you **CAN** do it. Like any muscle, it just needs a little work to get stronger every day.

Life will rarely deliver the perfect circumstances to us,
so it's our job to make the most of what we're given and use
the present moment to push ourselves forward.

JENNIFER DAWN | REDEFINING SUCCESS

Step by Step

Let's start with a tour of the planner and take you step by step through each section!

CALENDAR & YEAR AT A GLANCE

We begin with a full yearly calendar, holiday's, and year at a glance. Use these to map out any projects which require a look at the entire year for strategic planning.

BLANK VISION PAGES

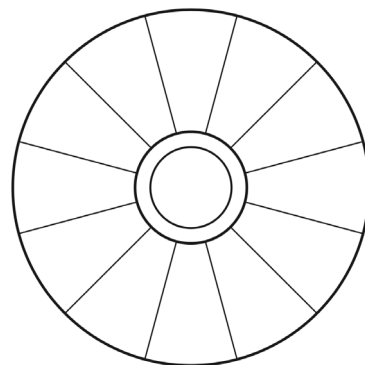
You'll find these next. Use these pages to create a Vision Board or Statement (or both!) of how you want your life to look like. It's worth the time to craft a **picture** of what you want to accomplish this year. Combine words, images, colorful sticky notes or stickers, anything goes. When you look at the final result it should make you feel motivated and inspired.



You can also watch our Active Visioning free training found on the www.BestPlannerEver.com/Welcome page. If you need help creating a vision (or you want to take it to the next level) register for one of our Workshops. We walk you step by step through the process.

FOCUS WHEELS

Next are those round circles with the lines in them, also known as Focus Wheels. These are designed to help you focus your intention on that beautiful vision you just created. You can find a full Focus Wheel training on the Welcome page too.



ACCOMPLISHMENTS

Use these blank pages to celebrate your progress and wins throughout the year. Now that you know what you want to accomplish, when you do, keep a record here. It feels great to look back and see the tangible results of your actions.

GOALS

Now that you've created a Vision, the next step is to break out smaller benchmarks for making it happen. Use these pages to set your bigger goal, and then break it down into 90 day increments. Make sure each of your goals has a specific, clear, measurable outcome. There are questions on this page to guide you through the process.

When choosing your goals, strive for overall balance, satisfaction, and well-being in life. You may also want to attain specific material items like money, a new car, or a slender body.

Including those items in our goals is wonderful, especially because they are easy to measure. You either got it or you didn't. But what we don't want to have happen is to achieve a material possession and still be unhappy.

Dig deeper for the feeling a material item will give you. Will it make you feel more safe, stable, healthy, successful, joyful, loved, or at peace? Never lose site of the internal feeling you want to create by obtaining an external possession.

True well-being starts with having a healthy balance in your life.

In the book, *Well Being* by Tom Rath and Jim Harter, you can read about a study conducted over the course of 50 years by Gallup scientists. This global study of more than 150 countries gives an inside look into the well-being of more than 98% of the world's population. Five distinct factors emerged which represent the universal elements that differentiate a life that is thriving from one spent suffering.

These five areas are:

- FINANCIAL - Having enough money and effectively managing it with confidence
- CAREER/BUSINESS - How you occupy your time and doing the work you love
- MIND/BODY/SPIRIT - Good physical health, strong mind, body, and spirit plus enough energy every day
- RELATIONSHIPS - Having strong ties with your partner, family, friends and love in your life
- COMMUNITY - Being engaged where you live, doing charitable works, and helping others step into greatness

While 66% of people are doing well in at least one of these areas, just 7% are thriving in all five. Plus, when we struggle in one it can damage our well-being and wear down our daily life. If we strengthen or improve our well-being in these areas we live better every day.

NOTE: You don't need a goal in all 5 areas. Just use what's most important to you.

On each Goal page you'll find:

A checkbox at the top for the 10/3 Goal Strategy. This is a worksheet I created to help you map out the strategy behind your goals. This is a free download on the Welcome page.

The Well-Being Score Tracker at the bottom enables you to "score" each area of your goals on a scale of 1-10. You can find my full Well Being Assessment in my eBook Plan Your Best Life. Simply rate each area of your life, with 1 being it sucks and 10 being it couldn't be any better. As you work on your goals and move through the year, check back and update your score each month. It's a great way of knowing if you are on track or not.

BRAIN DUMP & ORGANIZE

Use this page to get everything you are carrying around in your head on to paper. Once you write down everything, then prioritize into ABCDE. I've created a video on Facebook called the ABC's of Productivity which will explain further and can be found on the Welcome page.

This is an amazing exercise if you are feeling overwhelmed. It provides almost instant clarity. To summarize:

A = High priority tasks which truly move your goals forward

B = Important tasks, things like scheduled meetings that you will do no matter what

C = Low priority tasks that can be done as you are able

D = Tasks to Delegate because you cannot do it all yourself

E = Tasks to Eliminate. You must say NO more often, so you can say YES to the things which matter most.

This same system is carried forward on each of the daily planning pages.

brain dump

organize

	Tasks
	Tasks
	Tasks
	Tasks

MY MONTH PAGE

At the beginning of each new month, you'll find the My Month planning page. Use this to map out your priorities to complete each month. There are also some reflection questions on the page. Take a few minutes to slow down and look at where you really are.

You'll also see checkboxes for your monthly budget, bills, and allocations. Your Money Allocations are things like moving a set amount of money each month into things like your savings or retirement accounts. You can also set smaller money goals for money you want to make or save for the month. Saving money is just as important and making it and helps the fruits of your labor go further!

The boxes at the bottom of the page are for sticky notes or things important you don't want to forget for the month.

DAILY PLANNING PAGES

Finally, you'll land on the daily planning pages. The heart of the planner! At the top of each page, set your intention for the day. How will you commit to feeling GOOD each day? Because that's really the point, right?

Next, plan out your A task for the day. Remember this one moves the needle, steps you out of your comfort zone, and is the difference maker. It can be 1-3 ten minute tasks each days - but this is how you PUSH forward on your goals.

Next are B, C, and D tasks for the day. If you find yourself never doing A's, and just getting lots of B's and C's done, then stop to re-evaluate. When your day is filled with C tasks, sure you'll get a lot of stuff done, but it's things which don't really matter and won't get you closer to the vision.

There's a Health Tracker each day for meals, exercise, sleep, water intake, and supplements. Notice this box is also the exact same size of a 3x3 sticky note. You can put your sticky notes on top and the space works double duty.

WEEKLY REFLECTION

Last but not least, there is a space for weekly reflection. Take time each week to slow down, look at your progress, celebrate wins, and course-correct as necessary. Write as little or as much as works for you.

That's it. An overview of the planner, but of course don't forget to visit our Welcome page for additional resources. We offer a free monthly training - always on a new topic - so make sure you are subscribed to our email list and they are not going to your junk folder for notifications!

Have Fun & Enjoy!

Access Further Resources at:

www.BestPlannerEver.com/Welcome

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