

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!

To Begin...

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. The Best Planner Ever includes blank pages for both a Vision **Statement** AND Vision **Board**.
- **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.

TIP: Use small sticky notes when doing your yearly planning so if things shift you can simply move the note to a different month. Aim for one priority focus each month.

BLANK VISION PAGES

You'll find these next in the planner. Use them to create a Vision Statement and Vision Board 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.



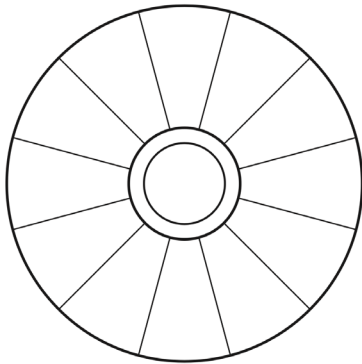
If you've never created a Vision Statement - no worries we can help. Check out the Productivity Boot Camp online course where we walk you step-by-step through how to do this. Your Vision Statement is crucial for clarity and focus in your daily life. *How can you ever know if you are on the right track if you don't take the time to decide where you want to end up?*

You can also watch the Active Visioning free training found on the www.BestPlannerEver.com/Welcome page. Creating a Vision Statement is simply a written statement of how you want your life to look and feel. It can be intimidating at first but push through any fear.

TIP: Your Vision Statement can and should change as you move through the year. It works well to type up your Statement and then paperclip it into the planner. When it changes, no problem, just pull out the old and replace with the new.

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.



Use a Wheel to focus all your good energy and intention on your most important goal. If you are feeling stuck or frustrated look at your wheel to shift into an empowering mindset.

Place your intention statement in the center, for example “I deliberately create my own reality” or “Every cell of my body radiates health” or “I am a money magnet”.

Then, fill in each block with supporting statements.

The idea is to get your joy really spinning here. It should feel good to read it. Supporting statements on the wheel can be things like “It feels so good to allow joy in my life” or “wonderful things happen to me every day” or “I manifest all the money I need with joy and ease.”

Have fun with it and you can also download additional blank Focus Wheels from our Welcome page.

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 focused actions.

MY 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:

- **MONEY / FINANCIAL** - Having enough money and effectively managing it with confidence
- **CAREER/BUSINESS** - How you occupy time in your chosen career or business 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
- **GIVE BACK** - 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.

Space to outline your specific and measurable goal.

TIP: For more space to break out your goals, download the 10/3 Goal Strategy worksheet (and you can watch the training video) from the Welcome page.) The "10/3" stands for 10 minutes / 3 times per day on actions moving you closer to your vision.

There are reflection questions to ask and answer **BEFORE** you start the goal to set yourself up for success.

The Well-Being Score Tracker at the bottom enables you to "score" each area of your goals on a scale of 1-10. Simply rate each goal 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.

MY MINDSET *NEW IN 2020*

Use this page to identify any thoughts or beliefs holding you back. If you can get clear on them, you can change them. Write down the negative belief and then replace it with one that supports your vision. Use this sheet as a reference to check back when you feel that old thought pattern sneaking up on you.

If you can reprogram your thoughts, you can change your world.

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 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 (these can often be tasks which cause us to feel fear or we will easily procrastinate, but we know in our heart they are what we must do move forward and achieve our dreams.)
- B = Important tasks, things like scheduled meetings that you will do 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, you can say YES to the things which matter most.

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

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.

Money is at the root of nearly everything in this world - and that's not a bad thing. Do something every month to IMPROVE your money mindset so you can quickly and easily bring more money joy into your life.

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

MONTH AT A GLANCE

After the My Month planning page you'll find a Month At A Glance calendar which is perfect for seeing your entire month at once.

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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 affirmation for the day. How will you commit to feeling GOOD each day? Because that's really the point, right?

In the 2020 Planner, you'll also see a checkbox at the top of each page which is a reminder to read & align with your vision statement. Get clear on where you want to go BEFORE getting busy each day.

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

MY WEEK PAGE

In the 6 month planner, you'll find an extra My Week planning page (this page is condensed in the 12 month planner but you still get the same great stuff!) Use this page to map out your week and *new for 2020* you'll see a Momentum Grid. This is for any goal where you are feeling stuck. Break down tiny actions you can do this week to get forward momentum going on your goal. Check the box when you complete an action. But keep them easy and simply - you want to make sure you succeed here with little effort.

You can learn more about Momentum Grids in my book: The Joy Guide: Finding Your Joy In A World of Crap available at www.BestPlannerEver.com (Released Oct 1, 2019)

WEEKLY REFLECTION

Last but not least, there is 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. Don't forget to visit our Welcome page for additional resources and make sure you are subscribed to our email list for notifications on free trainings and events.

Have Fun & Enjoy!

Access Further Resources at: www.BestPlannerEver.com/Welcome

Email us: Sales@BestPlannerEver.com

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