

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

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Plan Do Details Relax

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Thursday \_\_\_\_\_

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Friday \_\_\_\_\_

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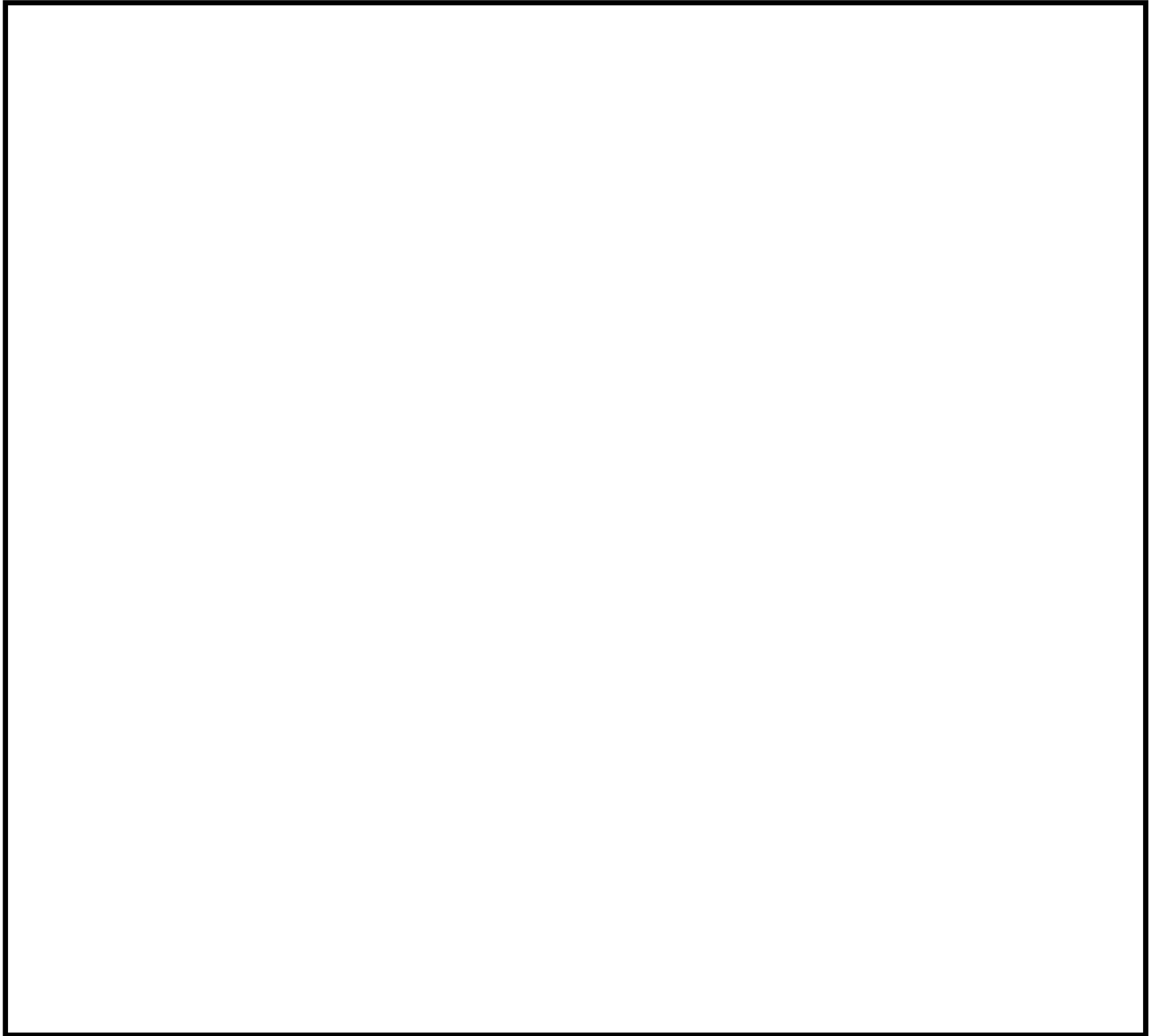
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Sunday \_\_\_\_\_

# Monthly Project Brain Dump

## **Step 1: Write it all down**

Write down all you want to do this month. Things like goals, habits you want to start or keep, projects you want to accomplish, and relationships you want to grow



## **Step 2: Prioritize**

Circle what is most important along with what has to get done this month.

## **Step 3: Simplify**

On the next page, sort the projects into actionable steps, then place those steps in your planner during your most productive week for that specific task.

# Project Breakdown

## Projects

## Tasks

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*Sunday*

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