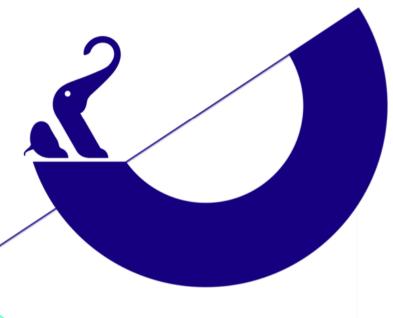
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QUICK START GUIDE

HOW TO MANUAL

A STRATEGIC
PLANNER FOR
INTENTIONAL LIVING

YEAR AT A GLANCE

JANUARY	FEBRUARY	MARCH
APRIL	MAY	JUNE
JULY	AUGUST	SEPTEMBER
OCTOBER	NOVEMBER	DECEMBER

SELF DISCOVERY

WHAT DOES MY LIFE LOOK LIKE RIGHT NOW?

I'm currently working full-time at a clothing store downtown. I have to commute an hour to get to work and it's draining me. I live in a small apartment by myself and my dog Ralphy. I'm living paycheck to paycheck right now. I stress about money a lot.

AM I HAPPY WITH HOW I HAVE BEEN SPENDING MY TIME?

No. Some days are better than others, but most days when I'm not working I spend a lot of time on social media or sleeping. I barely take Ralphy for walks anymore.

WHAT WOULD AN IDEAL DAY LOOK LIKE FOR ME - MORNING TO NIGHT?

I would wake up before the surrises to take Ralphy for a walk and do yoga and meditation. I have time to eat breakfast. I only travel 20 minutes to get to work. I enjoy my co-workers. When I get off of work, I have enough energy to take Ralphy to the park, paint, cook, or hang with my family and friends.

WHAT THINGS DO I VALUE MOST IN LIFE?

Family & Friends Good conversations
Ralphy Balance
Love
Honesty

WHAT ACTIVITIES / THINGS GIVE ME THE MOST JOY AND SATISFACTION?

Hanging with family and friends Yoga

Playing with Ralphy Meditating

Painting Watching movies

Exploring Nature

Cooking

WHAT IMPORTANT NEEDS DO I HAVE THAT ARE NOT GETTING MET?

Love - I am quite lonely most days

Balance - I have no energy for anything but work really

Fulfillment - I don't feel fulfilled with my current line of work

WHAT BELIEFS ARE HOLDING ME BACK FROM LIVING MY DREAM LIFE?

That I am not smart enough to do anything else and that I'm too hard to love, which is why no one stays around. What I have going on right now is probably as good as it gets.

WHAT IS MY DEFINITION OF SUCCESS?

Success to me is being proud of the life I'm living and that I can genuinely say that I am happy. Everything has good balance.

ANALYZE YOUR KEY LIFE AREAS

FILL IN YOUR SATISFACTION LEVEL (1-10) FOR EACH AREA

Personal Growth	1	2	3	4	5	6	7	8	9	10
Spirituality	1	2	3	4	5	6	7	8	9	10
,										
Nutrition	1	2	3	4	5	6	7	8	9	10
Leisure	1	2	3	4	5	6	7	8	9	10
			-							
Family	1	2	3	4	5	6	7	8	9	10
Friends	1	2	3	4	5	6	7	8	9	10
Career	1	2	3	4	5	6	7	8	9	10
Finances	1	2	3	4	5	6	7	8	9	10
Education	1	2	3	4	5	6	7	8	9	10
Environment	1	2	3	4	5	6	7	8	9	10

PICK TEN AREAS (MOST RELEVANT)

Personal Growth Giving Career
Spirituality Family Finances
Nutrition Friends Education
Fitness Relationship Environment
Leisure Marriage

RATE YOUR OVERALL LIFE SATISFACTION

1

2

3

4

5

6

7

8

9

10

WHAT AREA(S) DID YOU RATE THE HIGHEST?

Family Nutrition
Spirituality Friends
Personal Growth Environment

WHAT AREA(S) DID YOU RATE THE LOWEST?

Career

Finances

Education

PICK THREE PRIORITY AREAS TO FOCUS ON FOR THIS YEAR

Career

Finances

Leisure

LIST THREE WAYS YOU CAN IMPROVE EACH CHOSEN AREA					
Career	Finances	Leisure			
Start the day	Get rid of	Play with Ralpy			
with a positive	unnecessary bills	and take on			
attitude	and expenses	more walks			
Greet each					
customer with a	Save more	Paint more often			
smile					
Find a new job closer to home	Get debt down	Cook more often			

Cook a full meal 30/wk Paint 20/mth Leisure Joga and meditation 5n/wk Take Ralphy to Save 10% of park 3x/wk each paycheck Read 5 new books Pay off \$3000 this year Finances) in debt by end ofyear Findajob Keep expenses within 20 below \$1250 minutes of home Career Apply-for 2 new jobs a month until Ilandone

DREAM BIG

BE REALISTIC. BE BOLD. BE YOU.

1 YEAR BUCKET LIST

Find a new job that pays more and is closer to home
Try 15 new recipes
Create at least 20 new paintings
Save \$1500
Get debt below \$2000
Go to 5 new parks around the city
Go skinny dipping
Go on at least 2 dates via online dating
Host Thanksgiving at my house
Read 5 new books
Take weekend trip to Austin. TX
Get concealed weapon license
Take a pole dancing class
, ,

HIGHLIGHT YOUR TOP 5DO THEY ALIGN WITH YOUR PRIORITY KEY LIFE AREAS?

CLAIM YOUR VISION

MY PERSONAL VISION STATEMENT

I will trust myself, trust my goals, and create a life I love.



















MAP YOUR JOURNEY | TOP FIVE

01 Find a new job

BY

end of June

DESCRIBE

I want a job no more than 20 minutes away from home that pays at least \$15 an hour.

WHY?

I am tired of commuting over an hour to get to work. I also am not enjoying working at the clothing store downtown.

NEEDED SACRIFICES

Primarily time - I need to make time to research and apply for new jobs

ACTION PLAN

I will update my resume. Join at least 3 job boards.

Research job positions related to customer service and/or sales.

Apply for new jobs at least 2n/month until I land a new job.

SHORT- TERM GOALS	✓
Update my resume by the end of January	
Foin at least 3 job boards	
Make an excel sheet for the prospective companies	
Apply at least 6 jobs by April	

DESCRIBE

I want to try at least 15 new recipes from different cuisines such as Italian, Irish, Mediterranean, African, & Indian.

WHY?

I love cooking, but I rarely cook full meals anymore. I want to step outside my comfort zone and explore different food options

NEEDED SACRIFICES

Primarily time & money - I need to take the time out to cook and I need to stick to my budget so that I can afford the different ingredients throughout the year.

ACTION PLAN

I will create a food budget. I will make a list of the top 3 cuisines I want to try to cook. I will research simple recipes within different cuisines. I will try a new recipe 1-20/month.

SHORT- TERM GOALS	✓
Create a food budget	
Make a list of the top 3 cuisines I want to try	
Identify at least 5 different websites with simple recipes	
Bookmark at least 5 recipes to choose from a month	
Try 6 new recipes by June	

03 Create at least 20 new paintings BY

end of 2021

DESCRIBE

I want to paint abstract art on small canvases using acrylic paints.

WHY?

I love painting abstract art using acrylics, but I have not indulged in this passion of mine in several months.

NEEDED SACRIFICES

Primarily time & money - I need to consciously make time to paint. I also will likely need a few new supplies.

ACTION PLAN

I will check my current inventory of paint supplies and make a list of anything I may need. I will save up the money needed to purchase the supplies. I will schedule 2 days out of the month to paint - likely weekends.

SHORT- TERM GOALS	✓
Create paint supply inventory	
Make a list of the needed paint supplies	
Purchase paint supplies	
Schedule 2 days out of each month to paint	
Paint at least 10 paintings by end of June	

DESCRIBE

I want to add an additional \$1500 to my savings account as an emergency fund.

WHY?

Much of my money goes to debt and I don't have much of a savings. I want to start building my savings.

NEEDED SACRIFICES

Focus on my needs and less on my wants while still enjoying life. I will need to live life on a budget and cut some of the unnecessary expenses.

ACTION PLAN

Make a list of my bills and expenses. Determine what I can cut out. Create a budget. Start saving 10% of each of my paychecks. If I have any money left over at the end of the month I will add it to savings as well.

SHORT- TERM GOALS	✓
Make a list of all my bills and expenses	
Keep expenses below \$1250	
Create a budget	
Put 10% of each of my paychecks into savings	
Save \$750 by the end of June	

DESCRIBE

I currently have \$4870 worth of personal debt. I would like this number to decrease by \$3000 making my debt below \$2000.

WHY?

Much of my money goes to debt. Once I pay off my debt. I can put that money towards savings or leisure activities.

NEEDED SACRIFICES

Focus on my needs and less on my wants while still enjoying life. I will need to live life on a budget and cut some of the unnecessary expenses.

ACTION PLAN

Make a list of my bills and expenses. Determine what I can cut out. Create a budget. Determine how much I can put towards debt with the goal of paying \$250 a month. I will make sure I pay debt payment before it incurs additional interest on the total amount.

SHORT- TERM GOALS	✓
Make a list of all my bills and expenses	
Create a budget	
Determine how much money I can put towards debt per mth	
Pay at least \$250 per month to debt	
Get debt below \$3500 by the end of June	

Aim for the highest
-Andrew Carnegie

SANUARY

MONTHLY VIEW | JANUARY

	SUNDAY	MONDAY	TUESDAY
NOTES			
	3	4	5
		Pay Day!	J
	10 Painting Day	11	12
		10	40
	Wash Day	Pay Car Note Pay Auto Ins	19
	24	Evelyn leaves	26
	Painting Day 31	leaves	

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Rent Due New Years!	2
6	7	8 Pay Phone Bill	9 Wash Day
13	14	15 Pay Day!	Ralphy's Grooming @ 1.30pm
20	21	Evelyn coming into town!	Evelyn's B-Day! Big 3-0
27 Pay Netflix	28	29	30

SPECIAL EVENTS | JANUARY

IMPORTANT

Jan 1 - Rent Due
Jan 8 - Pay Phone Bill
Jan 16 - Ralphy's Grooming Appt @ 1:30pm
Jan 18 - Pay Car Note and Insurance
Jan 27 - Pay Netflix

BIRTHDAYS

Fan 23 Evelyn's Birthday Turning 30!

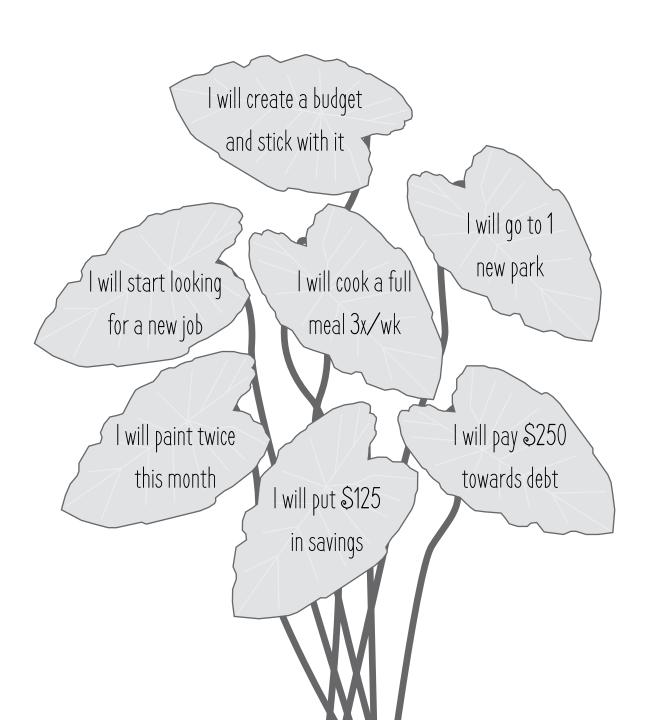
ANNIVERSARIES

Fan 1 - New Year's Day

INTENTIONS | JANUARY

If you can't fly then run, if you can't run then walk, if you can't walk then crawl, but whatever you do you have to keep moving forward.

-Martin Luther King Jr.



THE BIG THREE | JANUARY

01 Start job search process BY end of month
DESCRIBE
I need to start looking for a new job closer to home. I will begin the preliminary work.
WHY?

The only way I will be able to get out of my current job is to find a new one

REALISTIC ✓ CONTROLLABLE ✓ PRIORITY ✓
ACTION PLAN

I need to update my resume first. Then, I will sign up for at least 3 new job boards. I will create an excel sheet for my prospects. I will ask people if they will be a reference for me. I will then update my reference list.

MISSIONS	✓	ACHIEVEMENT DATE
Update my resume		
Research and sign up for 3 job boards		
Create Excel sheet for prospects		
Find 3 people to be a reference		
Applate reference list		

02 Create a budget

01/15/2021

DESCRIBE

I want to tell my money where to go, cut out unnecessary expenses, save more, and pay off my debt at a good pace!

WHY?

Many of my goals are dependent upon me creating a budget so I really need to get this thing going.

REALISTIC ✓

CONTROLLABLE ✓

PRIORITY ✓

ACTION PLAN

I need to determine if I'm going to use an app or not to create and track my budget. I then need to outline my current income and expenses. Then I need to determine what can be cut out so that I can save some money or put that money towards debt. Focus on my needs and less on my wants.

MISSIONS	√	ACHIEVEMENT DATE
Research different apps and tools		
Input all my income and expenses		
Pick at least 1 expense I can cut		
Save \$125		
Pay \$250 towards debt		

03 Cook full meal 3n/week BY end of every week

DESCRIBE

A full meal includes a protein, side dish, and vegetables. I also want to try at least 1 new cuisine this month.

WHY?

I have been slacking on cooking and eating healthy and I would like to explore different cuisine options.

REALISTIC ✓ CONTROLLABLE ✓ PRIORITY ✓

ACTION PLAN

I will identify 3 cuisines I'm yearning to try and pick 1 absolute for the month. I will then find at least 5 different websites with simple recipes. Then I will bookmark any recipes I find and narrow them down to the top 12 I want to try. I will then meal plan within my budget and make grocery lists. I will then cook, cook, cook!

MISSIONS	✓	ACHIEVEMENT DATE
Identify at least 3 cuisines: pick 1		
Identify at least 5 different websites		
Bookmark recipes to try for the month		
Narrow down to 12 recipes		
Meal plan each week within budget		
Cook my heart out 12 n this month		

HABIT TRACKER | JANUARY

No Spend	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
No spend	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GOAL # OF DAYS: <u>25</u>						М	ET			UNI	MET			31
Walk	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Ralphy	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
·	GO	AL#C	OF DA	\YS: _	<u>12</u>		М	ET			UNI	MET			31
Take	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Vitamins	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GO	AL#C)F DA	YS:	31_		М	ET			UNI	MET			31
7.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Paint	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GO	AL#C	OF DA	YS: _	2		М	ET			UNI	MET			31
Cook full meal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
meal	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GO	AL#C	OF DA	YS:_	<u>12</u>		М	ET			UNI	MET			31
4	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Joga	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GOAL # OF DAYS: _20_					М	ET			UNI	MET			31	
Meditate	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Medilale	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GO	AL#C	OF DA	YS:	20		М	ET			UNI	MET			31

	MONDAY	TUESDAY	WEDNESDAY
AFFIRMATION	4	5	6
I find	Personal + Leisure + Ralphy		
peace and joy in all	Vitamins	Take Ralphy To Park Vitamins	Vitamins
aspects of my life!	Joga & Meditation	Joga & Meditation	Joga & Meditation
	Dinner		
NOTES	Cook Full Meal		Cook Full Meal
	Spaghetti Garlic Bread Broccoli		Ground Beef Taco Casserole with Tortilla Chips
	Finances		
	Pay Day!		
	Put 10% in Savings		
	Spent: \$0	Spent: \$0	Spent: \$0

THURSDAY	FRIDAY	SATURDAY	SUNDAY
7	8	9	10
Personal + Leisure + Ralphy			
Take Ralphy		Wash Day	Painting D
To Park		Take Ralphy	Day
Vitamins	Vitamins	To Park	Vitamins
Yoga & Meditation	Goga & Meditation	Vitamins	
Meals			
	Cook Full Meal		
	Chicken Marsala	4 1 71	Grocery Store
	Mash Potatoes	Meal Plan	Run
	Creamed Spinach		
г.			
Finances			
	Pay		
	Phone Bill \$70.00		
	Hobby Lobby:		
	Tokky Lokky: Art Supplies		
	\$18.59		
Spent: SO	Spent: \$88.59	Spent: 0	Spent: \$75.00

TO DO

SCHEDULE

	SCHEDGEE					
Pay Phone Bill	6 AM Wake up & Walk Ralphy					
≥ Tay Thore Dill	Yoga & Meditation					
Cook Dinner	7 AM Shower					
COOK DITITIES	Breakfast					
	8 AM Commute					
Research and sign up for at least 1 job board						
T 1 1/6	9 AM Work					
Take Vitamins						
20:	10 AM					
20-minute Yoga & Meditation						
Hallandada, and an anadisa	11 AM					
Hobby Lobby: pick up supplies						
	12 PM					
Continue updating resume						
	1 PM Lunch Break: Pay Phone Bill					
	2 PM					
	3 PM					
	4 PM					
	5 PM					
	Commute					
	6 PM Hobby Lobby					
	THOOLY LOON					
	7 PM C00k					
	Eat					
	8 PM					
	Research + Sign up for job board					
	9 PM Continue updating resume					
	Continue upadring resume					
	10 PM					
	1					
TODAY, I AM GRATEFUL FOR	NOTES					

TODA	/, I AM GRATEFU	JL FOR	NOTES	
į	Fri-yays!		Chicken Marsala, Mash Potatoes	
OVE	ERALL, TODAY V	VAS		& Creamed Spinach for Dinner
ELEFANTASTIC	FUN	DEFEATING		
SATISFYING	BORING	TRAGIC		
GOOD	MEH			

SATURDAY I	

TO DO	SCHEDULE
	6 AM
≥	
LINC	7 AM
PRIORITY	0.004
	8 AM
	9 AM
	10 AM
	11 AM
	12 PM
	1 PM
	2 PM
	3 PM
	4 PM
	5 PM
	3114
	6 PM
	7 PM
	8 PM
	9 PM
	7 PIVI
	10 PM
TODAY, I AM GRATEFUL FOR	NOTES
OVERALL, TODAY WAS	
ELEFANTASTIC FUN DEFEATING	
SATISFYING BORING TRAGIC GOOD MEH	
GOOD IVIEN	

GOALS IN REVIEW | JANUARY

PROGRESS SUMMARY

INTENTIONS

How many intentions did you follow through with?

OUT OF

%

BIG GOALS

How many big goals did you achieve?

OUT OF

33

%

WHAT WORKED FOR YOU?

Meal planning worked really well and I didn't have to stress about what I was going to cook. Scheduling out painting days. Yoga & meditation in the morning was an amazing start to my day.

WHAT OBSTACLES DID YOU ENCOUNTER?

A lot of the jobs on the boards don't seem like a good fit so I only applied to one. I didn't always feel like cooking a full meal 30/week despite my best effort. I ate out more than I should so I didn't always stick to budget and save as much.

HOW CAN YOU IMPROVE NEXT MONTH?

Need to find quicker recipes for days I want to eat a full meal. but don't feel like cooking. Need to get more clear on what other kind of job I want.

MONTH IN REVIEW | JANUARY

RATE THIS MONTH

1

2

3

4

5

6

7

8

9

10

WHY?

This month was overall pretty good. I got to see my best friend. I created some pretty cool paintings. I paid \$250 to my debt! I ate pretty good this month and tried some pretty amazing dishes. Ralphy has also really enjoyed the walks and parks.

HIGHLIGHTS

Evelyn coming to visit for her birthday Completing two amazing paintings Irish bacon and cabbage soup I made

LESSONS LEARNED

Even if I have the time, I still need the energy.

