

How to use this resource

Add your notes, review your progress, get st done.**

This planner is designed to help you keep track of your work and wellness for a more productive and balanced life. It's the ultimate creative companion. It comprises 5 sections; productivity (for your to-do lists and appointments), wellness (for notes on your health and well-being), business (if you run a business, this area is for you), job search (if you're looking for a new role, this area is for you) and notes (a place to store handy things like hex codes, that guy's name that you keep forgetting or how your colleagues take their coffee).

Interactive features include:

Navigation - Use the buttons on the right to move around the planner

Text Fields - You can type directly into any of the text boxes

Check Boxes - Click on boxes, or icons, to tick those items off

Open this planner first thing, then minimise it and keep coming back to it throughout the day. Don't forget to add your reflections and set tomorrow's main priority at the end of each day. Happy planning!

\ dAILY cREATIVE pLANNER

t/c
o

Date

Today's priority

Other stuff to do

Progress towards my personal goals

1

2

3

Appointments

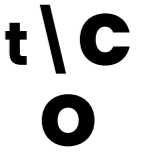
A great idea

What I did well

A mistake I made

PRODUCTIVITY

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Today's wellness activity

Glasses of water

Hours of sleep
last night

Healthy foods

Exercise

Things I'm grateful for

1

2

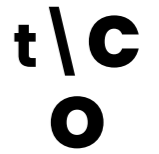
3

Reflections

Motivational quote

WELLNESS

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Today's business win

Website

Social media

Clients/customers

Products/services

Money

Sector/competitor research

Progress towards my business goals

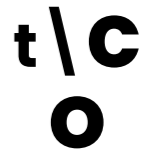
1

2

3

bBUSINESS

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Today's skill to hone

Training

Networking

Interview prep

Reading/research

Profile/portfolio updates

Company

Position

Contact

Website

Applied?

JOB SEARCH

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t/c
o

Work notes

Shopping list

Got?

Personal notes

NOTES