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Purpose:

This planner and the productivity worksheets are designed to help you stay organized and keep track of your goals and progress so that you can feel inspired every day knowing what's next and how it fits into your busy life. These sheets are in A4 format. Feel free to print off as many as you wish for your own use.

However, if something in this planner does not make sense, or if you feel there is something missing, contact me and I will make sure I create an updated version.

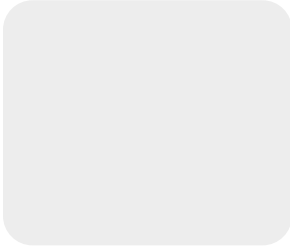
Take Note: Any advice you receive is relative. Please do not feel overwhelmed by all the writing tips and advice you see on the internet, in books, and elsewhere. Instead, take it with a grain of salt and only use what works for you.

Disclaimers:

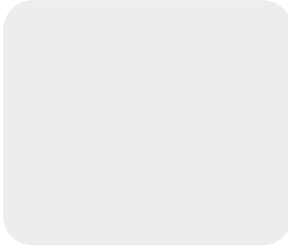
Users of this planner and the productivity worksheets are advised to do their own due diligence when it comes to making decisions. By using this planner and the productivity worksheets, you agree that me and my company are not responsible for the success or failure of your writing projects relating to any information presented in this guide.

Yearly Overview

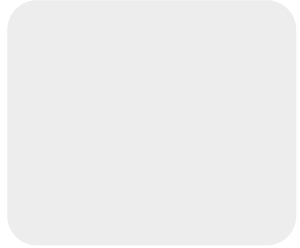
January



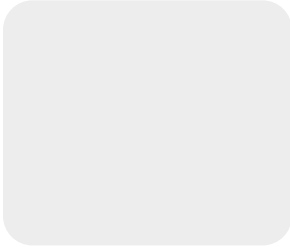
February



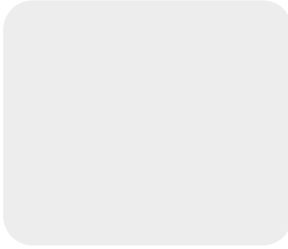
March



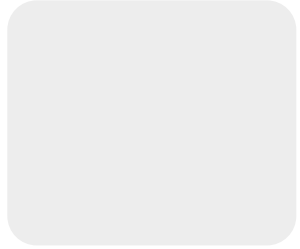
April



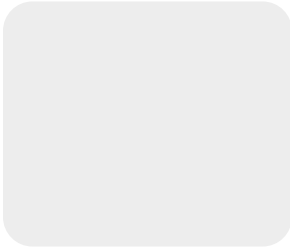
May



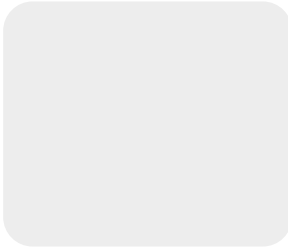
June



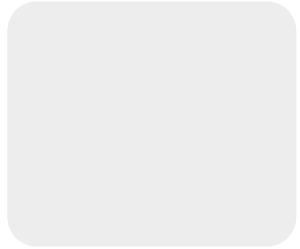
July



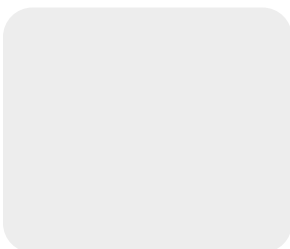
August



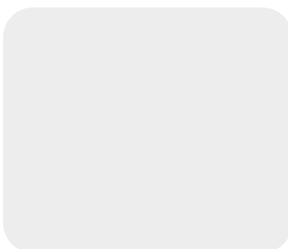
September



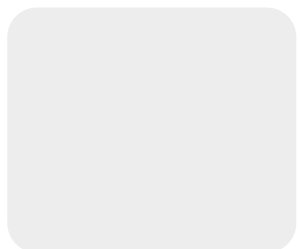
October



November



December



Yearly Goals

Quarter

Personal

Health

Work

Writing

Quarter 1:
January-
March

Quarter 2:
April-June

Quarter 3:
July-
September

Quarter 4:
October-
December

Monthly Writing Tracker

Year

Book title

Yearly word count goal

Yearly page count goal

Month	Word count goal	Word count total	Page count goal	Page count total
JAN				
FEB				
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				

Reward for meeting my goal

Weekly Overview

Week of:

	Date	To do
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Weekly Planner & Tracker

Week of:

Word count goal

.....

Page count goal

.....

Reward for meeting my goal

.....

My 3 goals

-
-
-

To-do

-
-
-
-
-
-
-

	Word count	Page count
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Notes

Weekly Review

Week of:

Did I meet my goals last week?

What needs to change next week to improve?

What 3 goals can I set for next week that will move me towards my 90 day goals?

Daily Schedule

Date:

6_{am}

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7_{am}

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8_{am}

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9_{am}

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10_{am}

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11_{am}

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12_{pm}

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1_{pm}

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2_{pm}

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3_{pm}

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4_{pm}

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5_{pm}

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6_{pm}

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7_{pm}

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8_{pm}

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9_{pm}

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10_{pm}

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11_{pm}

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12_{am}

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Goals



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To-do



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Notes

