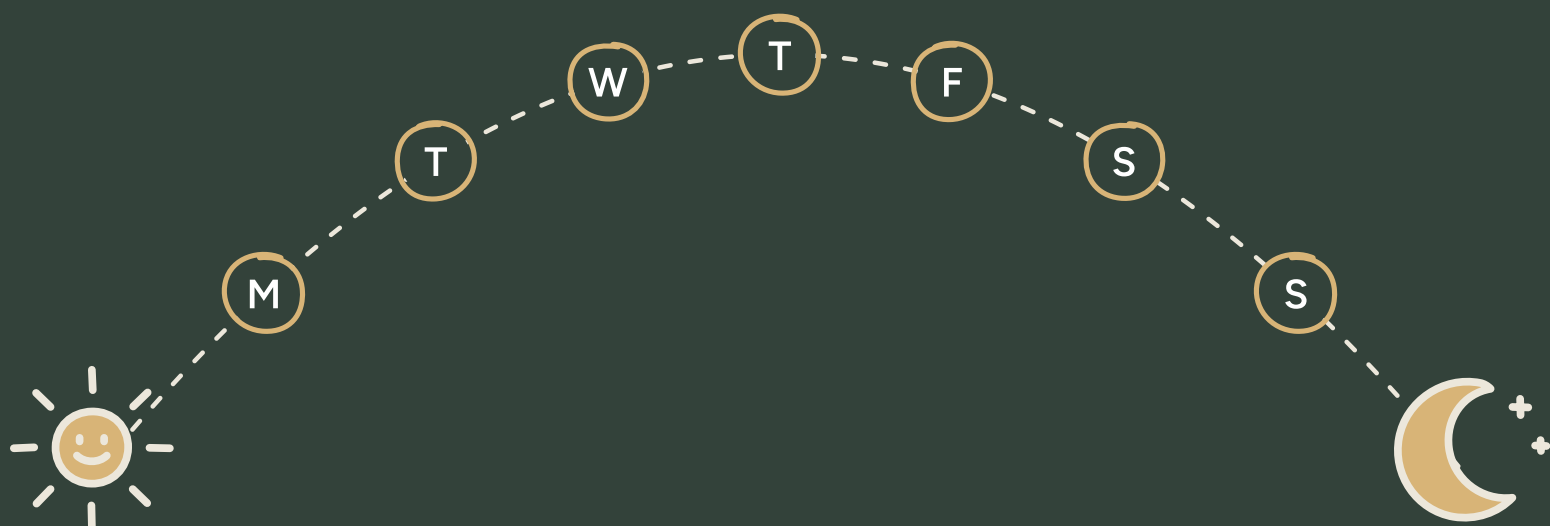


Daily, Weekly & Monthly

Journal Planner

A page for each morning and evening, and a review for each week and month, to keep you accountable.



Five minutes each morning and evening

Many people think journaling is only about writing your thoughts down. It keeps you accountable too: you can build in reminders that keep you in check on the tasks you're working on.

So journal every morning and evening. In the morning, set the goals you want to achieve for the day. In the evening, look back on how you did, and improve for the next day.



HOW TO USE THIS PLANNER

- 1 **Each morning and evening.** Fill in the day's page: the morning half when you start your day, the evening half before bed.
- 2 **Each week.** Finish the week with the weekly review, and set your top three outcomes for the next.
- 3 **Each month.** At the end of the month, look back with the monthly review.

This copy holds one week.

Seven day pages, the weekly review and the monthly review. Type into the boxes on a computer, or print the pages and write by hand. Start a new copy each week, and keep the old ones to look back on.



WATCH THE VIDEO

My Productivity Secrets in 3 Minutes. The journaling part starts at 0:18.

youtu.be/dO-fqOkHaD8?t=18

Today



Morning

How are you feeling this morning?

I am grateful for...

What's on your agenda for today? How are things going?

Let's review your spending for the day. What are you going to spend today, and do you have enough left over to last?

What are your top three outcomes for this week? How are they going?

What's today's single most important task? Is it in the calendar?

☐ It's in my calendar

Have you updated your tasks and projects?

☐ Yes, they're up to date

Date



Evening

Reflect on the day. Did I use my time in alignment with my intentions for the day? What did I accomplish, and what needs to be prioritised tomorrow?

What were today's wins and learnings?

How are you feeling now?

Let's review your spending or saving for the day. What have you spent or saved today?

Shift your focus from work to life, and prioritise your health, hobbies and relationships. What's one thing you can do this evening to unplug, unwind and set yourself up for a good night's sleep?

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Weekly review

Week of

Recall your priorities. What progress has been made?

Look back at the past week and celebrate your wins.

What good habits would you like to hold on to, and what bad habits do you want to eliminate?

KEEP

DROP

Good habits to hold on to

Bad habits to eliminate

How have you been this past week?

NEXT WEEK

Your top three outcomes for next week

1

2

3

Monthly review

Month

What happened this past month? Look through your calendar (and your weekly reviews), and note down the key moments.

What were the 1 to 3 most significant events or achievements this month? How did they affect your life?

What were your biggest challenges or obstacles this month? How did you overcome them, and what did you learn from them?

Based on this past month, what would you like to do differently over the next 30 days? Are there new areas you'd like to explore, or changes you want to make?

Chuan Long

Empowering young people to discover who they are and
create their best future.

ongchuanlong.pages.dev · [@ongchuanlong](https://twitter.com/ongchuanlong)

