



elena Manole

My mindful planner

Get things done, prioritise and delegate
and live a life filled with peace and joy



VISION & MISSION

In this workbook, you will have the space to jot down all the important actions you will want to accomplish during your week, learn how to prioritise and never feel overwhelmed again.



It takes as much
time to wish as
it does to plan

Make this workbook your personal piece of art. Learn how to pause and stop before going into any action. Make rest and fun part of your daily routine. And don't forget that any goal, vision or dream can be broken down into small baby-steps to be accomplished on a daily basis.



Brainstorming

In this space prepare your brain to play around. This will help you to concretise 3 main goals that you want to work on for the next 3 to 6 months. On the next page you will have the opportunity to put these down and break them into actionable steps. Remember to prioritise!

What would you like to accomplish in the next 3 to 6 months? What would make your life expand?

What fears are blocking you from reaching these goals? What is the worst case scenario if you actually work towards these goals?

What are the reasons for your success? What are the skills that you already possess that will help you to reach your goals in the next 3 to 6 months?

GOALS

GOAL #1

ACTION STEPS

1.

2.

3.

GOAL #2

ACTION STEPS

1.

2.

3.

GOAL #3

ACTION STEPS

1.

2.

3.

PRIORITY MATRIX

	URGENT	NOT URGENT
IMPORTANT	<p>DO it today</p> <div><div></div><div></div></div> <div><div></div><div></div></div> <div><div></div><div></div></div>	<p>SCHEDULE a time to do it</p> <div><div></div><div></div></div> <div><div></div><div></div></div> <div><div></div><div></div></div>
NOT IMPORTANT	<p>DELEGATE it</p> <div><div></div><div></div></div> <div><div></div><div></div></div> <div><div></div><div></div></div>	<p>ELIMINATE it</p> <div><div></div><div></div></div> <div><div></div><div></div></div> <div><div></div><div></div></div>

TO DO

ACTION STEPS / PRIORITY TASKS

1.

2.

3.

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MY WEEK

MON

DATE:

TUE

PRIORITIES

WED

THU

TO DO

FRI

SAT

SUN

MY DAY

GOALS

DATE:

TO DO

5

6

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CHECKLIST



In every planning activity, no matter what the goal is, make sure you stay hydrated, motivated and healthy in mind, body and spirit. Self-care is your priority

- | | |
|--|--|
| <input type="checkbox"/> I have enough sleep and I disconnect from IT 2 hours before bedtime | <input type="checkbox"/> I spend time in meditation, connecting to my inner muse |
| <input type="checkbox"/> I am eating healthy and balanced meals | <input type="checkbox"/> I share about my fears and struggles with others |
| <input type="checkbox"/> I am drinking at least 4 glasses of water on a daily basis | <input type="checkbox"/> I spend time in introspection and reflection to discover my inner world |
| <input type="checkbox"/> I exercise my body in a loving way | <input type="checkbox"/> I work on my vision and prioritise the actions related to my goals |
| <input type="checkbox"/> I spend time in nature at least twice this week | <input type="checkbox"/> I make sure fun and rest is part of my daily and weekly routine |

My self-care

Take time and jot down in this space all the things that help you nurture your body, mind and soul. Be it a book you want to read, a walk in nature or a chat with a friend, think of all the things that will support you on a mind-body-spirit level in accomplishing your goals and visions. Don't hold back. The more, the merrier. You will have the opportunity to skim and to commit at a later stage.

WHAT MAKES ME FEEL GOOD

Again, don't hold back. Just jot it down.

A large, empty rectangular box with a light gray background, intended for the user to write down what makes them feel good.

My self-care practice

I COMMIT TO

Now that you have your commitment towards yourself it's time to prioritise. What are the three main activities you will do for yourself?

WEEKLY REVIEW

01

Set time aside on a weekly basis to go through your calendar and review your commitments. Open a google document and jot down any thoughts and concerns around commitments. Bring your inbox to zero. Create a folder for actions which will take more than 2 minutes to complete.

02

Review your to-do list. What has been done this week? What has been delayed? Why? Is there a reason? Maybe a block? Fear? Write about it in your document and share with someone. If possible delegate or set a deadline for it to be done.

03

Review your three goals. How are you doing? Are you moving forward with each of them? Is there something that needs to change? Reflect on how is going and what are you pleased with. Write your wins for each category and celebrate.

04

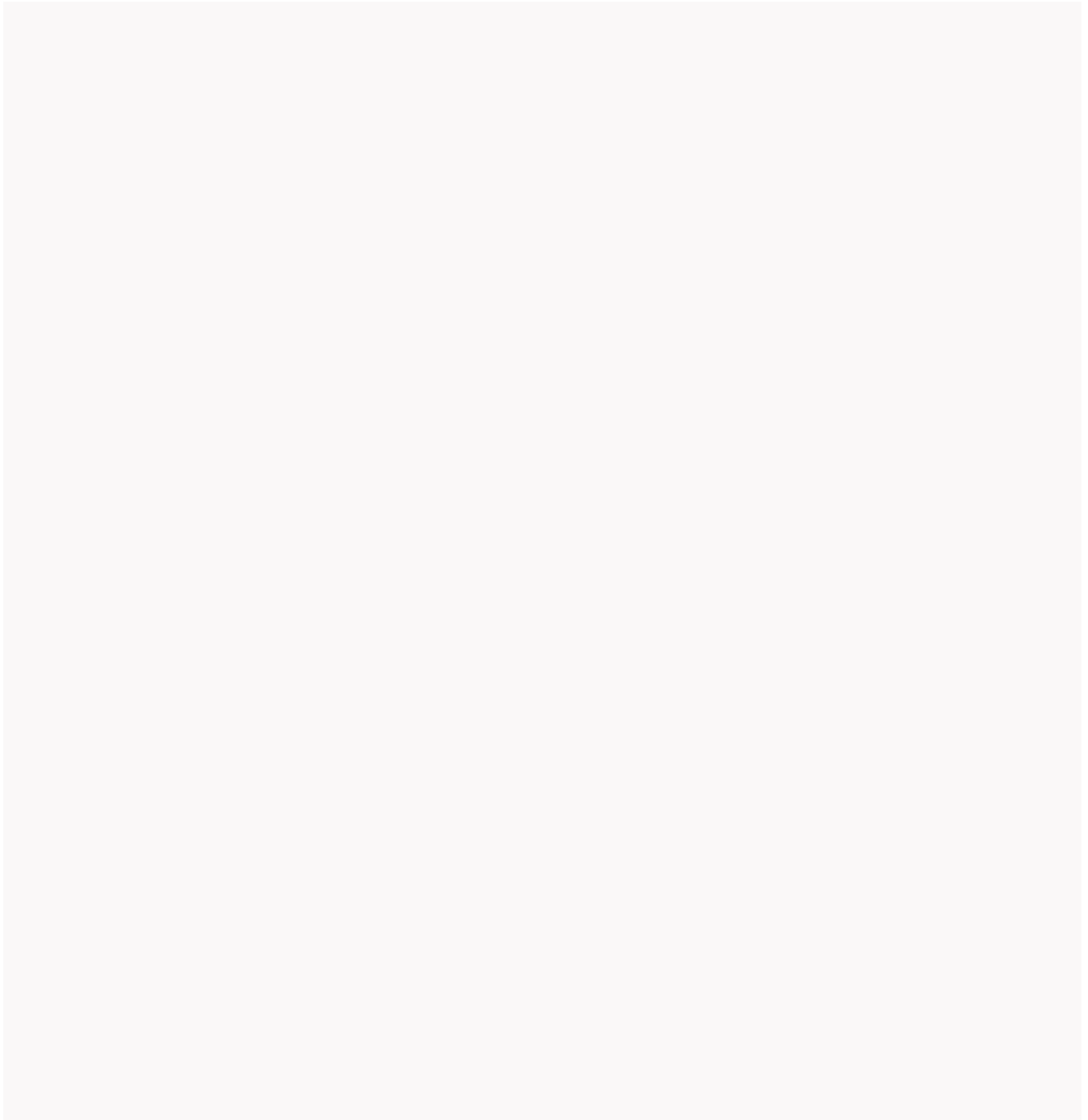
Get perspective. In this space take time to reflect on where are you headed and what is your overall well-being. Are you in balance. How are you feeling physically? Mentally? Emotionally? Spiritually? How are your relationships? Take a step back from the mundane and reflect on the direction of your life.

05

Make sure by the end of the review you blocked time in your calendar for the most important tasks, including self-care, routine and meeting friends. Remember you are not your to-do list and you are not loved because of ticking box. You are working on your vision but you are already living your vision. Make sure you enjoy your today!

MOTHLY REFLECTIONS

At the end of the month, take time to reflect and set goals aligned with the direction of your life. Ask yourself: - what went well this month? What didn't go well? What did I learn? What am I grateful for this month?

A large, empty rectangular box with a light gray background, intended for writing reflections. It occupies the central portion of the page below the introductory text.

If you suddenly and
unexpectedly feel joy, don't
hesitate.
Give in to it.

MARY OLIVER



THANK YOU



If you want help with your mindful planning don't hesitate to get in touch. I will be happy to support you. Write me at hello@elenamanole.com

Elena xx

AUTHOR

MENTOR

BUSINESS OWNER



www.elenamanole.com