Opted Out Planner Guidelines

Thank you for purchasing the Opted Out Planner!

It's a tool that can help you **become a smart, creative, healthy, and super organized online business owner.** But, like every tool, you need to learn how to use it, first. And that's why we have created these guidelines.

Here's **the Dropbox folder** with everything you need to get started.

The format of the planner is US letter landscape (11 by 8.5 inches), but you can print it on A4 paper, too. This will create extra space on the sides of the pages.

The main PDF file ("opted-out-all-in-1-opted-out-planner.pdf") includes the following pages:

- One-page 2018 calendar
- Yearly review and intention setting (4 pages)
- Yearly planner with space for brainstorming/mindmapping/braindumping
- Undated yearly calendar
- Quarterly planner for your business, creative, and personal goals and projects
- Monthly planner with space for brainstorming/mindmapping/braindumping
- Undated monthly calendar (for meetings, projects, events, and more)
- Monthly content planner with prompts and space for brainstorming/mindmapping/braindumping
- Undated monthly content calendar (for blog posts, newsletters, social media, and similar)
- Monthly financial planner with space for brainstorming/calculations/affirmations
- Monthly financial planner for multiple sources of income
- Weekly planner with space for brainstorming/mindmapping/braindumping
- Undated weekly calendar (3 priority tasks + time blocking)
- Monthly review and intention setting (3 pages)
- Universal financial planner - income and expenses
- Financial growth quarterly overview
- Social growth quarterly overview
- Yearly, quarterly, monthly, and weekly recurring tasks
- Wish list for collaborations, learning, and more
- Personal contacts - follow-up and keep-in-touch sheet
- Universal to do list
- Universal tracking sheet
- Notes sheet

You can **print the pages as you go**, or you can **create a planner (or planners!) and print + spiral bind** it at your local print shop.

There is an unlimited number of ways to use the planner, and **an unlimited number of planners you can create when you mix and match the pages** (examples + links to two ready-made planners are below).

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Here are two ready-made, print-ready planners:

An annual planner + how to use it

The annual planner is designed to be used at the beginning of the year to help you visualize + plan the whole year. Even if you don't stick to the plan, it's useful to see the big picture.

It also helps you make a list of recurring tasks, keep track of your progress, keep all your business contacts in one place, and write down your wishes and plans so you can make them a reality.

A three-month planner + how to use it

The three-month planner is designed to carry with you and use daily. Instead of having one big planner for the whole year, you can print this smaller one every 3 months.

How to create your own planners:

In case the ready-made planners don't satisfy your needs or you want to create more planners, we have included a zip file with separate pages you can mix as you want.

Just download the zip file, unzip it, and use **smallpdf.com** (it's free!) to merge the pages you want in your planner. Then get the PDF file printed and bound.

The zip file with separate pages

Some creative planner ideas for your inspiration:

- Print just the financial planner pages (× # of months) to create a separate **financial planner**
- Print just the content planner pages (× # of months) to create a separate **content planner**
- Create a separate **monthly reflection journal**: Monthly review and intention setting (+ Notes) × # of months
- Create a separate planner for one of your **bigger projects** that lasts several months: Undated yearly calendar (to use just for the project) + [Monthly planner with space for brainstorming + Undated monthly calendar] × # of months
- You can do the same ↑ for your client's project or collaboration projects
- Print a few **To Do lists and Personal Contacts lists** for each week and keep them separately. You can discard the sheets after they're full.
- Use Canva to **design your own cover** (custom dimensions: 11 by 8.5 inches; after you're ready, download it as PDF and merge it with the rest in **smallpdf**). You can also draw or hand-letter the cover!