Opted Out PLANNER

for Smart Online Teachers and Coaches

2018 Edition

by Elena Mutonono & Veronika Palovska

Opted Out PLANNER

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Dear friend,

We've created this planner for you to help you turn your business dreams into goals and make them a reality.

If you need more help and support, find us at optedoutlife.com.

With love,

Elena & Veronika

Opted Out PLANNER

5 One-page 2018 calendar

6 - 9 Yearly review and intention setting

10 Yearly planner with space for brainstorming/mindmapping/braindumping

11 Undated yearly calendar

12 Quarterly planner for your business, creative, and personal goals and projects

13 Monthly planner with space for brainstorming/mindmapping/braindumping

14 Undated monthly calendar (for meetings, projects, events, and more)

15 Monthly content planner with prompts and space for brainstorming/mindmapping/braindumping

16 Undated monthly content calendar (for blog posts, newsletters, social media, and similar)

17 Monthly financial planner with space for brainstorming/mindmapping/braindumping

18 Monthly financial planner for multiple sources of income

19 Weekly planner with space for brainstorming/mindmapping/braindumping

20 Undated weekly calendar (3 priority tasks + space for planning, time blocking, and more)

21 - 23 Monthly review and intention setting

24 Universal financial planner - income and expenses

25 Financial growth quarterly overview

26 Social growth quarterly overview

27 - 28 Yearly, quarterly, monthly, and weekly recurring tasks

29 Wish list for collaborations, learning, and more

30 Personal contacts follow-up and keep-in-touch sheet (your simple CRM)

31 Universal to do list

32 Universal tracking sheet

2018

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January						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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Yearly Review & Intention Setting

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Year:

1. Looking back where you were one year ago, what has changed, businesswise?

List all of the good things that happened this year, the people you connected with, the products and projects you launched, the ideas you pursued, the money you made, the fears you overcame, the things you learned, and so on - everything that didn't exist one year ago.

2. What got you where you are now?

Which of your skills, strengths, personal traits, and superpowers helped you? Who helped you (not just your business connections, but also your family, friends, clients, role models...)? What everyday habits and routines (old and new) worked for you?

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3. If you could travel in time and tell your one year younger self what you were about to accomplish thus year, what would surprise her/him most?

What is something you thought you weren't capable of, something you were afraid of so much that you thought you would never do it, or something you learned from scratch?

4. If you could tell her/him to do one thing differently, what would that be?

Which habit, mindset, opinions, or people should she/he avoid?

5. Let's look to the future. Where would you like to be one year from now?

What do you truly desire? What does your ideal situation look like one year from now?

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6. What is standing in your way from getting where you want to be in one year?

What are you afraid of? What are your excuses and self-imposed boundaries? What are some real obstacles? What can you do about it?

7. How can you use what you already have - your superpowers, skills, and other things listed in point 2 - to get closer to your ideal lifestyle? Which relationships (both business and personal) should you nurture next year?

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8. What new things, skills, habits, knowledge, and people do you want to add to your life next year?

What do you want to learn? Who would you like to meet or collaborate with? What habits would you like to form? What would you like to create? What things would you like to cross off your bucket list next year?

9. What external noise, shiny objects, people, opinions, and useless activities can you let go of? What's your "stop doing" list for the new year?

Your answer to question 4 may help you here.

10. What's your word, theme, motto, or phrase to guide you next year?

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Yearly Planner

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Year:

Yearly plan brainstorm/braindump:

Main goal

Projects and launches:

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Year:

Motto:

January	February	March	April

May	June	July	August

September	October	November	December

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Quarterly Planner

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Year: Quarter:

Core business goals, priorities, what you'll focus on:	Business projects, sources of income, other work:
Core creative goals, projects, and intentions:	**Core personal goals, projects, and intentions:**

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Monthly Planner

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Month, year:

Priority tasks:

- ☐
- ☐
- ☐
- ☐
- ☐

What else needs to get done:

Monthly brainstorm/braindump:

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Monthly Planner

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Month, year:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

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Content Planner

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Month, year:

Topics:

What worked last month:

I'm promoting/focusing on:

People + brands:

Cool stuff to share:

Content ideas:

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Content Planner

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Month, year:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Schedule: ☐ ☐ ☐ ☐ ☐ ☐

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Financial Planner

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Month, year:

Money management:

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Notes and ideas:

Financial brainstorm/braindump:

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Financial Planner

Month:	
Year:	

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Monthly goal:
Actual revenue:
↓

1:1 training/client work

Client	Planned income	Actual income
Total		

Products, affiliates (passive income)

Product	Price	# of sales - goal	Planned income	# of sales - actual	Actual income
Total					

Courses, programs, group trainings

Course/program	Price	# of sales - goal	Planned income	# of sales - actual	Actual income
Total					

Other/miscellaneous projects

Project	Price	# of sales - goal	Planned income	# of sales - actual	Actual income
Total					

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Weekly Planner

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Week:

Priority tasks:

- ☐
- ☐
- ☐
- ☐
- ☐

What else needs to get done:

Weekly brainstorm/braindump:

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Weekly Planner

Week:

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Top 3 tasks ↓	Notes and plans ↓	Date ↓
Monday		
☐		
☐		
☐		
Tuesday		
☐		
☐		
☐		
Wednesday		
☐		
☐		
☐		
Thursday		
☐		
☐		
☐		
Friday		
☐		
☐		
☐		
Saturday & Sunday		
☐		
☐		
☐		

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Monthly Review & Intention Setting

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Year: Month:

Review:

What are you grateful for in your business right now?

What worked for you this month that helped you move forward?

What was the best thing that happened in your biz this month?

Did anything bad happen this month?

Why did it happen? Who or what helped you?

Why did it happen?

What have you done that gets you closer to where you want to be?

What can you do to improve the situation?

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Did anything hold you back this month?

If the answer was yes, what can you do about it?

What have you been procrastinating on?

Why? What were you afraid of? What can you do about it?

What are the most important lessons you learned this month?

Next month:

What are you afraid of in the upcoming month?

What can you do about it?

What will you focus on in your learning?

How will you nurture your creativity?

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When will you take a break and what will you do?

What will you do that will benefit your health?

How will you reward yourself?

What will you do start the month positively?

Your relationships:

Who needs your support in the upcoming month?

Who else can you help?

Who can you connect with to generate new opportunities?

Who can you ask for help?

Who can you reconnect with?

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Financial Planner

Month:	
Year:	

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Expenses		
What	Amount	Note
Total		

Income		
What	Amount	Note
Total		

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Financial Growth

Year:

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Quarterly overview												
Source of income →												
Date ↓	pricing ↓											
starting date												
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
in 3 months												
in 6 months												
in 9 months												
in 12 months												
Total growth												

Notes and reflections:

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Social Growth

Year:

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Quarterly overview

Name of the platform →									Email list		Page views	
Date ↓	# of subscribers/followers/views ↓											
starting date												
	Goal	Actual #	Goal	Actual #	Goal	Actual #	Goal	Actual #	Goal	Actual #	Goal	Actual #
in 3 months												
in 6 months												
in 9 months												
in 12 months												
Total growth												

Notes and reflections:

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Recurring Tasks

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Yearly	Date	Quarterly	Date

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Recurring Tasks

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Monthly	Day of month	Weekly	Day of week

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Wish List

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Collaborations		Learning		Other
Name	Idea	Courses	Books	
☐		☐	☐	☐
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Personal Contacts

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Date	Name	Action	Contact info/note	✓
				☐
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To Do List

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Task	Date (when to do it)	Deadline	Note
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Tracking Sheet

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What	JAN	FEB	MAR	APR	MAY	JUN	JU.	AUG	SEP	OCT	NOV	DEC

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