

PLANNER SETUP GUIDE



This book has the potential to change your life for the better. It did for me. My hope for you is that it provides a level of balance you have never known before. That it creates a holding place for your most important thoughts and plans, and provides support for you to spend your precious time in a way that is meaningful to you. Please know there is no wrong way to use the Planner Book. It is intentionally simple to provide a canvas for your customization. The tips below are simply those which helped me create a planner unlike any other. They are only the beginning of how you might use this book. Please don't be confined by my recommendations and feel free to share how you personalize your book on social media by tagging @myorigamiday. If you have not already, try the [Weekly Planning Sheets](#) as they are the tool that started it all and the perfect companion to the Planner Book. Thank you for choosing to shape your time with Origami Day.

- Samantha Lane,
Creator of Origami Day

Make Time to Make Time:

The act of planning will change you. Let this book be the start of new habits that yield better results. Be intentional about the time you set aside to embrace your planner. Pour a cup of something nice and hit play on your favorite tunes. Whether it's all in one sitting, or as you are able between the goodness of life, prep your book and discover the peace that comes with planning.

Date Your Pages:

The Planner Book is undated so you can start living a better life NOW. No need to wait for a new year or new month, the first date in your book is whatever you want it to be. For this reason, a great first step is to date your monthly pages. I like to date the entire book at once, but some prefer to simply take it a month or quarter at a time. Pro-tip, use a good pen that won't bleed or smudge.

Note Any Days of Importance:

Part of work-life balance is enjoying holidays, birthdays, and other life events. Once all your dates are in place, I recommend adding any milestone days you want to remember. This can be one-time things like a graduation, or a reoccurring event like a monthly book club. I've included a list of popular holidays to get you started.

Visit [OrigamiDay.com](https://www.OrigamiDay.com) or [YouTube](#) for video tutorials on using the Planner Book & Weekly Planning Sheets.

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origami day

2024

Holidays & Observances

January						
Su	M	Tu	W	Th	F	Sa
	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						
Su	M	Tu	W	Th	F	Sa
				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		

March						
Su	M	Tu	W	Th	F	Sa
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31						

April						
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28	29	30				

May						
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26	27	28	29	30	31	

June						
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23	24	25	26	27	28	29
30						

July						
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28	29	30	31			

August						
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September						
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29	30					

October						
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November						
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December						
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22	23	24	25	26	27	28
29	30	31				

Jan 01	New Year's Day
Jan 15	Martin Luther King Day
Feb 10	Chinese New Year
Feb 14	Valentine's Day
Feb 14	Ash Wednesday
Feb 19	President's Day
Mar 11	Ramadan begins
Mar 17	St. Patrick's Day
Mar 20	March equinox (GMT)
Mar 31	Easter
Apr 01	April Fool's Day
Apr 22	Earth Day
Apr 23	Passover
Apr 24	Admin Assistants Day
May 05	Cinco de Mayo
May 12	Mother's Day
May 19	Pentecost
May 27	Memorial Day
Jun 14	Flag Day
Jun 16	Father's Day
Jun 19	Juneteenth
Jun 20	June Solstice (GMT)
Jul 04	Independence Day
Sep 02	Labor Day
Sep 22	September equinox (GMT)
Oct 03	Rosh Hashanah
Oct 14	Federal Holiday
Oct 31	Halloween
Nov 11	Veterans Day
Nov 28	Thanksgiving
Dec 21	December Solstice (GMT)
Dec 25	Hanukkah begins
Dec 25	Christmas Day
Dec 26	Kwanzaa begins
Dec 31	New Year's Eve

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Shape Your Time for Balance @myorigamiday