



origami day

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

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. 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 common holidays to get you started.



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2020

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
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

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		

May

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						

June

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				

July

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	

August

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					

September

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			

October

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

November

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					

December

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		

- Jan 01 New Year's Day
- Jan 20 Martin Luther King Day
- Jan 25 Chinese New Year
- Feb 12 Lincoln's Birthday
- Feb 14 Valentine's Day
- Feb 17 President's Day
- Feb 26 Ash Wednesday
- Mar 08 Daylight Saving (begin)
- Mar 17 St. Patrick's Day
- Mar 20 Vernal equinox
- Apr 01 April Fool's Day
- Apr 09 Passover
- Apr 12 Easter
- Apr 22 Admin Assistants Day
- Apr 24 Ramadan begins
- May 10 Mother's Day
- May 25 Memorial Day
- May 31 Pentecost
- Jun 14 Flag Day
- Jun 20 June Solstice
- Jun 21 Father's Day
- Jul 04 Independence Day
- Sep 07 Labor Day
- Sep 19 Rosh Hashanah
- Sep 22 Autumnal equinox
- Oct 12 Columbus Day
- Oct 31 Halloween
- Nov 01 Daylight Saving (end)
- Nov 11 Veterans Day
- Nov 26 Thanksgiving
- Dec 10 Hanukkah begins
- Dec 21 December Solstice
- Dec 25 Christmas Day
- Dec 26 Kwanzaa begins
- Dec 31 New Year's Eve