



Start 2021 *with* Alignment & Action

WORKBOOK

*Get ready for the new year with
Team Ponderlily*

There you are!

WELCOME TO THE PONDERLILY COMMUNITY

Thank you so much for attending the Create Space for what Matters workshop!

As promised, here's a workbook with a list of things we talked about in our workshop and some additional suggested resources.

Yes, I'm giving you lots of ideas in this handout. Remember to select what works for you and aim for continual improvement. Do what you can, with what you have, in the season that you're in.

Come and visit us at <http://www.ponderlily.com> for
The Journal, brimming with sustainable planning content
The Printable library with free, flexible planning pages
And sign-up to receive the **Ponderlily Post** with insider-intel about new resources, products, and

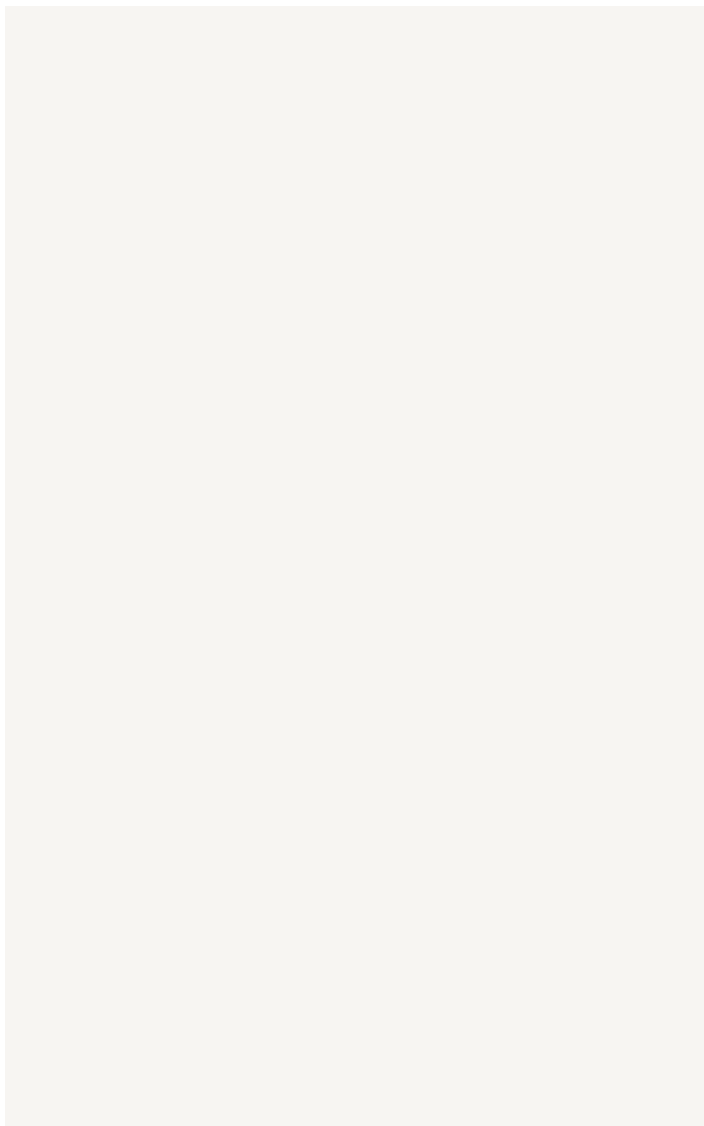
Use the coupon code HEY2020 to get 20% off your next purchase at Ponderlily.

All my best,
Carina & Team Ponderlily

Get out of the Race

FIND INSPIRATION, SET AN INTENTION, USE YOUR INTUITION

BRAINSTORM IDEAS HERE

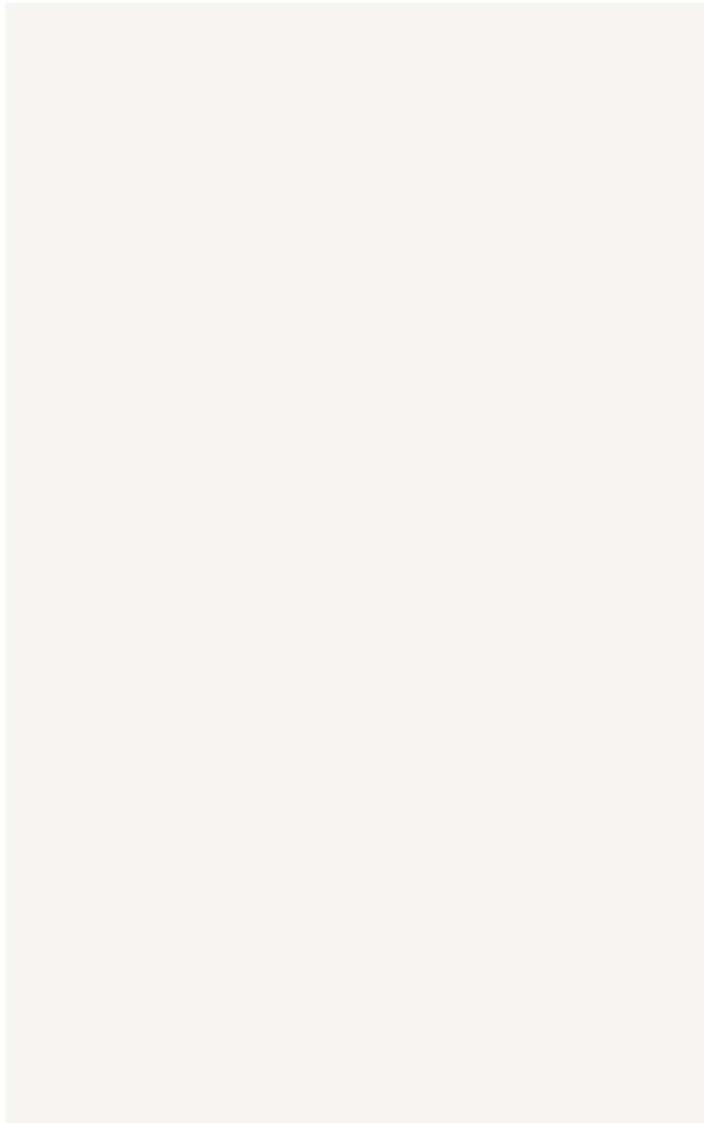


- ☐ **Create a vision board / inspirational wall paper** using Canva, good old magazine + glue, or create a Pinterest board.
- ☐ **Look at it often.** Have your inspiration board by your workstation and/or take a picture and save it on your phone.
- ☐ **Set a daily intention** that supports your vision.
- ☐ **Write 3 results** you would like to achieve today.

Create Space

FIND INSPIRATION, SET AN INTENTION, USE YOUR INTUITION

BRAINSTORM IDEAS HERE

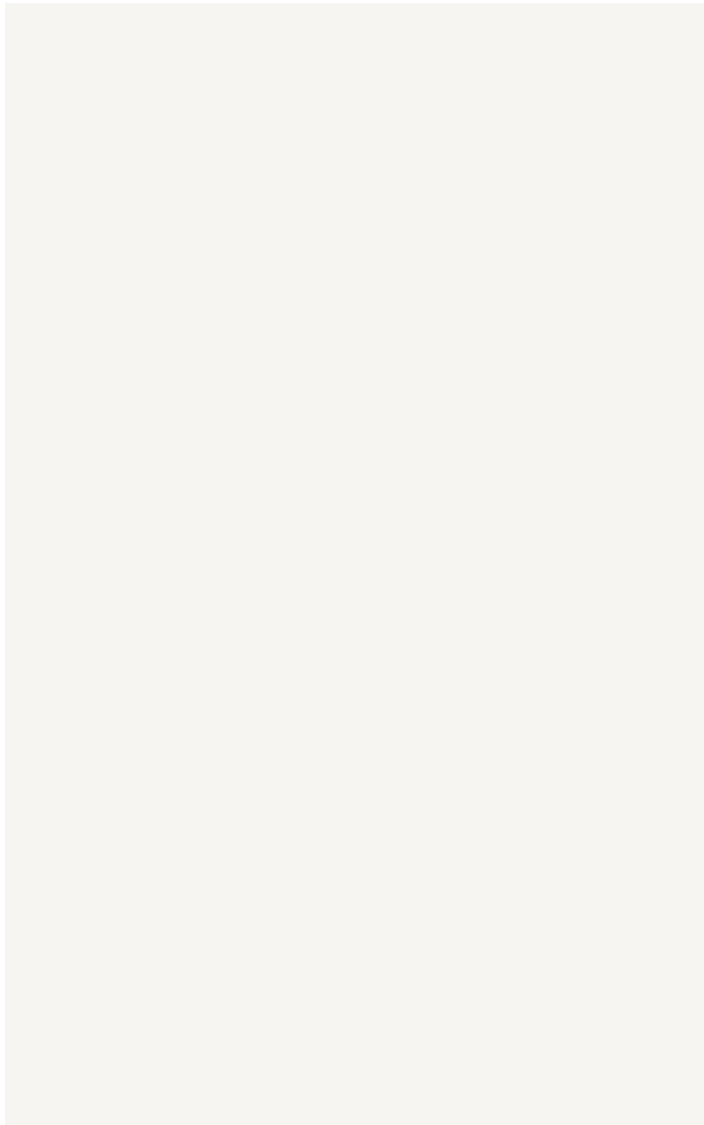


- ☐ **Make space in your environment** this means your digital (e.g.: delete apps you don't use), mental (e.g: practice meditation for 5-10 min), and physical space (e.g.: clear your desk or work from another part of your house)
- ☐ **Practice saying no.** We write about this all the time in the Journal!
<https://ponderlily.com/blogs/journal/boundaries>
- ☐ **Write an Action + Consequence** post-it or as a reminder on your phone. Mine is: Wake up early, have a shower, and I will have a great start to my day. I will have more time in the morning and not feel frazzled and have the opportunity to have some reflection time

Manage Pace

CREATE, COMMUNICATE, AND CULTIVATE HEALTHY BOUNDARIES

BRAINSTORM IDEAS HERE



- ☐ **Set a timer** and use time as a “valuable ally.” A timer on your phone or the Pomodoro timer will do.
- ☐ **Determine when you're most productive.** For a week, test out saving your most creative work for your most productive time. See how things shift.
- ☐ **Nourish your body, first.** Be sure that you're eating well, drinking enough water, and sleeping soundly. You can't pour from an empty cup.

Journaling Prompts

FILL IN THE FOLLOWING PROMPTS BELOW

Connection: What lessons did you learn?

Celebration: Where did you make progress, big and small?

Closure: What are you ready to leave behind?

Intention: Set the stage for the energy you want to bring into 2021.

Next Steps...

JOIN THE PONDERLILY COMMUNITY

Tell us about your progress and how you're making your own planning system work for you. We want you to move forward on your dreams and we're here to support you if you need it!

Don't forget that we have some resources to help you along your journey.

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For more resources
and products to
help with your
productivity,
let's connect at
Ponderlily!