

Wilkii PLANNER

How-To-Guide

A quick get started guide to using your Wilkii Planner.

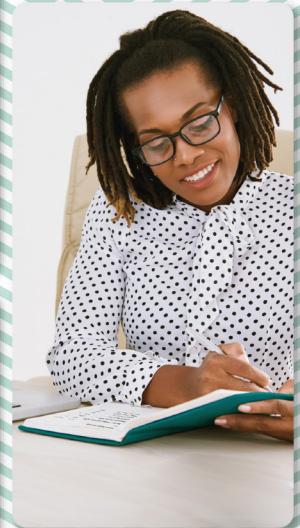


MASTER YOUR WILKII PLANNER

Congratulations, you're now the proud owner of a Daily Wellbeing Planner. You've embarked on a journey towards enhancing your productivity, creating balance, and achieving your personal and professional goals. This manual will offer you step-by-step instructions on how to master your Wilkii Planner. Each exercise, each page, will bring you closer to improving your productivity. Remember, it's about the journey and not the destination.

If you ready, let's turn the page

— The Wilkii Team



NAVIGATION

Welcome to the Wilkii Planner!
Here are a few basic tips to fully leverage this tool from the outset. Its diverse sections are designed to help you establish healthy habits and maintain wellbeing throughout your daily routine.



Your Daily Routine

MORNING

- Inspirational Quote** — Start the day with a motivational saying to stay focused on your goals.
- Power Hour Tasks** — Top 3 energy & focus-demanding tasks for the day.
- Today's Tasks** — Less demanding routine tasks.
- Scheduled Events** — Record all meetings/appointments and be on time!
- Impromptu Tasks** — If other key tasks arise during the day, schedule them as needed.
- Positive Action** — Set aside time to act today on 1 thing you want to work on.

- **Spiritual** — Leading a mindful, meaningful life and savoring the present.
- **Physical** — Caring for the body and tapping into the mind/body connection.
- **Intellectual** — Engaging in deep learning and experiences.
- **Social** — Nurturing a constructive relationship with self and others.
- **Emotional** — Feeling all emotions while fostering resilience and positivity.

Day 05 / 01 / 22 S M T W T F S

“

Patience is a necessary attribute. *Small steps lead to giant steps, but the former requires patience. Learn to be patient and operate with peace.*

— Wilkie Planner

Power Hour Tasks <small>to do or die</small>	Time	Total Time
CREATE DRAFT EMAILS	8:15 - 9:17	1HR
PREPARE SCHEDULE FOR WEEK	9:17 - 9:55	1HR
REST + CHILL	1:15 - 6:15	5HR-25M

Today's Tasks <small>to knock out the small stuff</small>	
LAUNDRY + FOLD CLOTHES	2
GAS FOR CAR - COSTCO	2
CASH APP KINA FOR YESTERDAY	2

Scheduled Events <small>to show up at</small>	
PICK UP MEAL PREP FROM SAM	@ 10 AM 1
	@ 1
	@ 1
	@ 1

Impromptu Tasks <small>to get done too</small>	
RETURN DR. CAMPBELL PHONE CALL	1
	1
	1

Today I will take a positive action to grow in my

- Spiritual
 Physical
 Intellectual
 Social
 Emotional
- WALK FOR 15 MINS BEFORE DOING ANYTHING!

Your Daily Routine

7. **Mind Scape Area** – Write down thoughts, ideas, and other items of interest!

EVENING

Review your days! Accountability is key to your success. Take 5 minutes and review how you spent your time. Count your wins and losses and celebrate every victory.

8. **Wilkie Daily Score** – Evaluate yourself on a scale of 1-20. How productive were you? Did you accomplish all key tasks?

9. **Night-time Reflection** – Recall 1 lesson you learned today; remember these can be positive, too!

10. **Positive Attributes** – 1 positive quality you modeled.

11. **Make Your Commitment** – A simple, 'yes, I did, and I'm ready' or 'no, still working'.

Week 1

1/91

Mind Scape Area *to untangle your mind*

Next week BRUNCH
XOXO Hange

Dr. Campbell
check system
for our security covease

Wilkie Daily Score *to rate my productivity*

Add up your completed task points to get your Daily Score.

Power Hour Task – 4 pts

Today's Task – 2 pts

Scheduled Event – 7 pt (bonus)

Impromptu – 1 pt (bonus)

22
Daily Score

0 – 6 pts **Weak Day**

7 – 14 pts **Average Day**

15 – 20 pts **Strong Day**

20+ pts **Outstanding Day**

Nightly Reflection *to regroup*

What lesson did you learn today?

I DO HAVE PEOPLE TO CHEER ME ON!!

What positive attributes did you display today?

Love

Kindness

Joy

Forgiveness

Peace

Self-Control

Resilience

Patience

Gentleness

Courage

Do you prepare what is necessary for tomorrow?

Y

N

SO READY, LET'S GO!

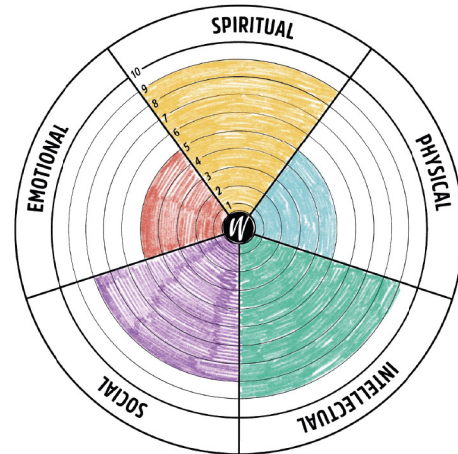
Plans & Reviews

1. **Wilkie Wellbeing Wheel** Become aware of your current well-being state. Select simple actions you can take to improve your score.

WILKIE WELLNESS WHEEL

Directions: Gain mindfulness about your current state of wellbeing. On a scale of 1 to 10 color in your current level of satisfaction, with 10 being your highest ideal state.

Once finished, think about simple actions you can take to improve your score, and write them in the space provided.



Plans & Reviews

2. **Wilkie Time Block** Chose 5 action areas for your week. Shade in your time because it's important to see how your week will look before taking it on.

WEEK 1

— Ready, Set, Go! —

Legend	Sunday 1	Monday 2	Tuesday 3
FOCUS WORK	7:00 WALK 15 MINS 8:00 8:30 9:00 9:30 meal prep 10:00 pickup 10:30 11:00 11:30 DAILY TO-DOS 12:00 12:30	7:00 Kettle bell workout 7:30 8:00 8:30 meeting 9:00 melissa 9:30 10:00 10:30 ① 11:00 ② Focus Task 11:30 ③ Task 12:00 12:30	7:00 7:30 8:00 8:30 9:00 9:30 10:00 10:30 11:00 Focus Task 11:30 Top 5 12:00 12:30
Gym	1:00 1:30 2:00 2:30 3:00 3:30	1:00 1:30 2:00 2:30 3:00 3:30	1:00 Let's chat 1:30 Toni + Kina 2:00 2:30 3:00 3:30
DAILY TO-DOS	4:00 Rest 4:30 Free time 5:00 5:30	4:00 DAILY TO-DOS 4:30 5:00 5:30	4:00 MIDDAY WALK (15-30) 4:30 5:00 5:30
MEETINGS	6:00 6:30 7:00 7:30	6:00 6:30 7:00 7:30	6:00 LET'S CHAT 6:30 TATI + SAL 7:00 zoom 7:30
SELF CARE	8:00 8:30 9:00 9:30 10:00	8:00 8:30 9:00 9:30 10:00	8:00 8:30 9:00 9:30 10:00

THERE'S NO BETTER TIME THAN NOW TO MAKE A CHANGE.

5	Friday	6	Saturday	7
6:00 6:30	6:00 6:30	6:00 6:30	6:00 6:30	6:00 6:30
7:00 7:30	Kettle bell workout class	7:00 7:30	Yoga with Tati	7:00 7:30
8:00 8:30	8:00 8:30	8:00 8:30	8:00 8:30	8:00 8:30
9:00 9:30	9:00 9:30	9:00 9:30	9:00 9:30	9:00 9:30
10:00 10:30	Focus Task	10:00 10:30	CHORES	10:00 10:30
11:00 11:30	Focus Task	11:00 11:30	11:00 11:30	11:00 11:30
12:00 12:30	12:00 12:30	12:00 12:30	12:00 12:30	12:00 12:30
1:00 1:30	1:00 1:30	1:00 1:30	1:00 1:30	1:00 1:30
2:00 2:30	2:00 2:30	2:00 2:30	2:00 2:30	2:00 2:30
3:00 3:30	3:00 3:30	3:00 3:30	3:00 3:30	3:00 3:30
4:00 4:30	4:00 4:30	4:00 4:30	4:00 4:30	4:00 4:30
5:00 5:30	5:00 5:30	5:00 5:30	DAILY TO-DOS	5:00 5:30
6:00 6:30	6:00 6:30	6:00 6:30	6:00 6:30	6:00 6:30
7:00 7:30	7:00 7:30	7:00 7:30	7:00 7:30	7:00 7:30
8:00 8:30	8:00 8:30	8:00 8:30	8:00 8:30	8:00 8:30
9:00 9:30	9:00 9:30	9:00 9:30	9:00 9:30	9:00 9:30
10:00	10:00	10:00	10:00	10:00

Plans & Reviews

3. **Weekly Review** Take a few moments each Saturday to write about your week in our online journal. You can add up and record your Wilkii Daily Points here to review your week.



WEEKLY REVIEW

Wilkii Weekly Score to gauge my weekly progress

Add up your Wilkii Daily Scores to get your Weekly Score.



0 — 42 pts **Weak Week**
43 — 98 pts **Average Week**
99 — 140 pts **Strong Week**
140+ pts **Outstanding Week**

Weekly Reflection

What was the most memorable lesson learned this week?

I DO HAVE GOOD FRIENDS THAT ARE SUPPORTIVE
IT'S MY JOB TO REACH OUT WHEN I'M IN NEED
OF SUPPORT AND NOT RUN AWAY.

What are the top wins from this week?

- ① WORKING BETTER WITH MY REMOTE TEAM
- ② MADE IT TO KETTLE BELL CLASS ON TIME
- ③ FOLLOWED THROUGH, REACHED OUT TO OLD FRIENDS.

What did you spend most of your time on? Are you pleased with that?

SPENT TIME PROCRASTINATING ON CLASS WORK. NEED TO
BREAKDOWN TO SMALLER CHUNKS. GET IT DONE
EARLIER IN THE DAY, NOT LATE.

What can you improve this upcoming week?

FIND A MEAL PREP THAT DELIVERS. WAY TOO
MUCH TO DRIVE EVERY SUNDAY, RATHER SPEND
TIME DOING MORE REST.

Plans & Reviews

4. **Wilkii Week Set Up** As the week progresses, record upcoming tasks for the following week. Don't focus on it just yet!

A. Elevating Your Circle of Influence

- 1. Who should you reach out to this week to elevate your thinking?
- 2. Who can help you reach your goals more quickly?
- 3. Who is holding you accountable?

NEXT WEEK SET-UP

Tasks	Due Date	Priority Level
SELECT MEALS FOR NEXT WEEK	5/7	1 2 3
SCHEDULE DENTAL APT.	5/12	1 2 3
WEBSITE EDITS DUE	5/16	1 2 3
CHECK IN WITH VIC	5/11	1 2 3
BIBLE STUDY FAMILY	5/12	1 2 3
HAIR APT WITH MEL	5/14	1 2 3
		1 2 3
		1 2 3
		1 2 3
		1 2 3
		1 2 3
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		1 2 3
		1 2 3
		1 2 3
		1 2 3

People I will reach out to

1. ANTHONY S. — PHONE CALL
2. BILLIE - SEND A HELLO TEXT
3. CJ - BLACK

Things to Remember

1. Make sure you have a solid morning routine that helps you get ready for the day.
2. Try to tackle your most challenging task first every day.
3. Anticipate distractions by having a backup plan.
4. Your positive attributes are actions you display to YOURSELF and others.
5. To grow, try to focus on challenging tasks that stimulate growth instead of working on easy-to-master tasks.
6. To avoid hyperfocus and loss of time, set time limits for work.
7. Use the Pomodoro Method to break down your Power Hour Tasks (Focus Block) into chunks.
8. With the right priorities, 20% of your effort will get you 80% of the desired result
9. Do life your way!
10. Choose small micro-actions for your "Today I will take."





www.wilkiiplanner.com