



# **2022 Outline Planner Setup Worksheet**

**by Outline Planner**

# Make the 2022 Outline Planner YOURS

This worksheet will help you get clarity on your planning needs to understand how to customize your 2022 outline planner.

## STEP-BY-STEP CHECKLIST

### A. Get clarity on your planning needs:

- list the type of notes you'll take on a yearly, monthly, weekly, daily or occasional basis
- decide what templates you need for that (only if you need them!)

### B. Customize the planning section:

- go to the extra templates section and tag all page templates that answer to your needs. Tag them with "monthly", "weekly", "daily" or "Notebook" to know where you'll place them.
- add the tagged extra templates to the planning section

### C. Customize the built-in color notebooks:

- add titles to the color notebooks (leave a few notebooks empty for future needs throughout the new year)
- name the sub-categories for each notebook
- add the tagged extra templates to notebooks' sub-categories

### D. Customize the app

- define your colors and fonts to use (across all notebooks)

**Keep it simple. Write only the notes you need. Use only the page templates that are useful to you. Sometimes, a simple lined page is enough.**

# 2022 Outline Planner Goals

Why do I use the Outline Planner?

What kind of notes do I need to take:

How important are these notes?

1 2 3 4 5 6 7 8 9 10

- About my personal plans
- About my health
- About my family / dear ones
- About my friends / social life
- About my career / business
- 
- 

Will I use particular colors or fonts?



# RELEVANT NOTES TO HAVE

**In which section of my planner does it  
make sense to have them?  
Where will I usually look for them?**

I could be more productive, and get better clarity with these notes:	YEARLY	MONTHLY	WEEKLY	DAILY	NOTEBOOK



# Yearly pages

<b>1   2022 Calendar page / Calendar Overview</b>	<b>2   2022 Outline page</b>
CONTENT TO ADD ON THIS PAGE:	CONTENT TO ADD ON THIS PAGE:
TEMPLATES TO INCLUDE AFTER THIS PAGE:	TEMPLATES TO INCLUDE AFTER THIS PAGE:
<b>3   Yearly money page</b>	<b>4   Yearly tracking page</b>
CONTENT TO ADD ON THIS PAGE:	CONTENT TO ADD ON THIS PAGE:
TEMPLATES TO INCLUDE AFTER THIS PAGE:	TEMPLATES TO INCLUDE AFTER THIS PAGE:
<b>5   Yearly One-Win-A-Month</b>	<b>6   End of Year review page (3-6-9-month reviews)</b>
CONTENT TO ADD ON THIS PAGE:	CONTENT TO ADD ON THIS PAGE:
TEMPLATES TO INCLUDE AFTER THIS PAGE:	TEMPLATES TO INCLUDE AFTER THIS PAGE:

# Monthly pages

1   Monthly calendar & planning page	2   Monthly money page
CONTENT TO ADD ON THIS PAGE:	CONTENT TO ADD ON THIS PAGE:
TEMPLATES TO INCLUDE AFTER THIS PAGE:	TEMPLATES TO INCLUDE AFTER THIS PAGE:
3   Monthly tracking page	4   Monthly One-Win-A-Day page
CONTENT TO ADD ON THIS PAGE:	CONTENT TO ADD ON THIS PAGE:
	TEMPLATES TO INCLUDE AFTER THIS PAGE:
TEMPLATES TO INCLUDE AFTER THIS PAGE:	TEMPLATES TO INCLUDE AFTER THIS PAGE:



# Weekly pages

1   Weekly planning page	2   Weekly ideas / brainstorming page
<p>CONTENT TO ADD ON THIS PAGE:</p>	<p>CONTENT TO ADD ON THIS PAGE:</p>
<p>TEMPLATES TO INCLUDE AFTER THIS PAGE:</p>	<p>TEMPLATES TO INCLUDE AFTER THIS PAGE:</p>
3   Weekly meal plan page	4   Weekly results page
<p>CONTENT TO ADD ON THIS PAGE:</p>	<p>CONTENT TO ADD ON THIS PAGE:</p>
<p>TEMPLATES TO INCLUDE AFTER THIS PAGE:</p>	<p>TEMPLATES TO INCLUDE AFTER THIS PAGE:</p>

# Daily pages

<b>1   Daily planning page</b>	<b>2   Daily life notes</b>
CONTENT TO ADD ON THIS PAGE:	CONTENT TO ADD ON THIS PAGE:
<b>3   Daily work notes</b>	
CONTENT TO ADD ON THIS PAGE:	



# Notebooks

5	6
CONTENT FOR THE 12 CATEGORIES / SECTIONS:	CONTENT FOR THE 12 CATEGORIES / SECTIONS:
7	
CONTENT FOR THE 12 CATEGORIES / SECTIONS:	



**Hi!**  
**I'm Ralu from Outline Planner.**

**Thank you for using the 2022 Outline Planner. I hope this worksheet helped you decide how to use the planner to fit your needs.**

**For dedicated support I may create group workshops and a future course to help you customize the planner and get organize with your plans and notes.**

**xx**  
**Ralu**

**ps: Don't forget to join my Facebook group for more tips and news. Ask me about it.**

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