

A PLACE  
FOR EVERYTHING

*project box*  
**PLANNER**

EVERYTHING IN  
ITS PLACE

A PLACE  
FOR EVERYTHING

*project box*  
PLANNER

EVERYTHING IN  
ITS PLACE

A DAILY PLANNER FOR ENTREPRENEURS

CREATED BY KARLA COLAHAN

THE INSPIRED FOUNDRY

CREATED AND DESIGNED BY KARLA COLAHAN.

KINDLY NOTE THAT NO PART OF THIS PLANNER MAY BE REPRODUCED, COPIED OR  
RESOLD WITHOUT WRITTEN PERMISSION FROM THE AUTHOR. THIS WORKBOOK IS IN-  
TENDED FOR PERSONAL USE ONLY.

THANKS FOR RESPECTING ARTISTIC INTEGRITY!

© 2020 KARLA COLAHAN | THE INSPIRED FOUNDRY | ALL RIGHTS RESERVED.

# WELCOME TO THE PROJECT BOX PLANNER

It is true that you can only focus on one thing at a time in any given moment. But there are those of us who balance many projects all at once, and a one-size-fits-all approach to planning out these projects, businesses, or job goals is no longer working. We need a place for #allthethings, to keep track of each project on a daily basis, to put each project element inside its own box. We need project containmen and a deeper understanding of how to move the needle forward for ourselves. We can only do that if we have a system that helps us get there.

This is the first planner of its kind to acknowledge the multiple projects a person can hold at one time and offer dedicated space for each project on a daily planning page. It is both a project planner and a daily planner, encouraging you to outline the multiple pieces of your life in one place.

This is a pen to paper, brain to hand solution. A seasonal, weekly, and daily look at our lives. A place for everything and everything in its place. Contained chaos. This is Project Box.

## WHAT'S INSIDE

The Project Box Planner is a daily planner with pages for a three-month plan, monthly notes, weekly layouts, and a daily page. This digital version includes each spread so you can print off as many as you want or need.

- The Seasonal Strategy is designed to help you parcel out each of your projects/jobs into categories: Admin, Marketing, Ideas, Growth, and Lifestyle. The idea behind having a seasonal strategy is to create goals for each season that lead you towards your one-year vision, if you have one. You may not have need of all the categories depending on your situation, but they're available to you regardless. There's space to write the name of the job/project/business underneath each Project Box title at the top.

Admin is all things related to managing your business/job/project, like bookkeeping and finances, systems and technology, customer service, etc. Marketing is all things brand-related, like your brand identity/logos, web design, social media, email newsletters, etc. Ideas is for new creations, products, or services you're working on. Growth is all about professional development and education. Lifestyle is for making sure you're considering all aspects of your health, home, and happiness as you work on these projects.

- The Monthly page allows for event planning and to-dos, as well as being a simple way to identify a new month within the many pages of this planner.

- The Weekly Intention page helps you set up your week so you know what you should be focusing on within each Project Box. There are three spaces to remind you of your top three Health and Home priorities, habit trackers, and a box to add what you're looking forward to each week.

- The Daily Plan page is the crux of this system, giving you space to include to-do's and goals for each Project Box. There are checkboxes for your top 4 priorities (because maybe the typical Top 3 isn't quite enough when you're managing multiple things), hourly slots for scheduling your time, a dotted section available for notes, in addition to three Health and Home slots for habits or to-dos, an energy tracker (fill in the smaller boxes for a low energy day, fill in all of the boxes for a high energy day), a place to add gratitude, a daily tiny win, and a place to add a short note to remember for tomorrow.

You'll notice there are only six days in each week. This is purposeful with the hope that you take at least one day off each week, allowing time for rest.

# seasonal strategy

	PROJECT BOX:	PROJECT BOX:	PROJECT BOX:	
ADMIN				
MARKETING				
IDEAS				
GROWTH				
LIFESTYLE				



# weekly intentions

WEEK OF:     /     /

## HEALTH:

## HOME:

## HABIT TRACKING:

M	T	W	TH	F	SA	SU
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

M	T	W	TH	F	SA	SU
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

M	T	W	TH	F	SA	SU
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

M	T	W	TH	F	SA	SU
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## LOOKING FORWARD TO:

## PROJECT BOX:

GOAL:

MUST DO:

NICE TO DO:

## PROJECT BOX:

GOAL:

MUST DO:

NICE TO DO:

## PROJECT BOX:

GOAL:

MUST DO:

NICE TO DO:

















**PROJECT BOX**