

Our Wedding Workbook

I Apply

Getting You
from

YES to I DO!



My Colour Coding

Here you can keep track of what each colour in your planner means for you!
Colour in the block and write its description for easy reference!

[illegible]

Your Happly Account



This workbook goes hand in hand with a **Happly Couple Account**.

To take your **wedding planning** to the **next level** create a **Happly Couple Account** by clicking [here](#)

All the tools listed throughout the workbook are available within your **Happly** account



12+ Months



Why plan your wedding online?
Find out here

- ☐ Announce your engagement.
- ☐ Have an engagement photoshoot.
- ☐ Think about insuring your engagement ring.
- ☐ Sign up with **Happy** - your **free** online wedding planning platform.

Let the planning begin

- ☐ Pick a **date**, choose 3.
- ☐ Start thinking of your **wedding vision**. (Pinterest it up)
- ☐ Starting thinking of your **budget**.

Our Budget is: _____

- ☐ Create your wedding website with **Happy**.
- ☐ Pick your **bridal party** - let them **help** you plan by adding them to your **Happy** account.
- ☐ Start your **guest list** using **Happy's** guest list tool.

Having number trouble? See our workbook guest list planning helper (pg 3)

- ☐ Browse **venues** - add them to your **wishlist** and compare **packages**.
- ☐ Consider your **officiant** options and needs. (see pg 6)
- ☐ Start looking at your **wedding attire**.

Use our workbook wedding attire board to form an idea of what you want (pgs 7-8)!

Decide if you're having it made or are you buying it



Budget Blues?
Here are our
top tips!

Our Dates:

l♡ _____

l♡ _____

l♡ _____





Choosing Our Venue

1. How many guests are attending? _____

Use Happly's capacity filter to quickly find venues that can accommodate all your guests!

2. What kind of venue do we need?

☐ Indoor ☐ Outdoor ☐ Both

Use Happly's categories filter to find a venue of the type you want

3. Do we need the venue to be used for both the ceremony and reception?

☐ Yes ☐ No

4. Are we getting married locally?

☐ Yes ☐ No

If no, where: _____

5. Do we need/want any additional features?

Examples: WiFi, onsite accommodation, a pool, braai area, firepit, etc.

☐ Yes ☐ No

If yes, what:

Use Happly's amenity filter to find venues who offer all you need to pull off your perfect day!

6. Do my guests need accommodation around the area?

☐ Yes ☐ No

7. Does this venue fit into my budget?

☐ Yes ☐ No

If no, how far over is it: _____

Note: No more than 50% or half of your budget should be spent on your venue, catering and cake

What is 50%/half of my budget: _____

8. Are our 3 dates available?

Happly has a time saving availability feature that allows you to filter for venues specific to your date(s) and confirm them with the venue!

☐ Yes ☐ No

If no, which are:

**Need more help
finding you venue?
Read on here**



Note:

Ask your venue their policy on external vendors
Make sure you ask if you need any special permissions
such as allowing animals, fireworks, open flames, etc.
This is important if you need any specific things for your
ceremony such as an open flame fire.



Making Our Guest List

You've got your **dream guest list** setup. Everyone you want to invite but it's basically 1000 people and unfortunately that is a little out of budget?

It is important to be **fair** in splitting the guest count between you and your partner.

Happy has created a printable filtering template for you and your partner to use (pgs 4-5)!

Using **Happy's** guest list template:

1. Both partners make a list of people they'd like to attend.
2. Place these individuals into the **relevant column**.
3. Pick the **categories** you feel are a **priority** for you (highlight them).
4. **Select** those individuals:
 - 4.1. You know you really want to come.
 - 4.2. Bridal party members (these are must haves on your list).
5. Move from your **closest** relationships out to the most **distant** ones.
6. Add all your guests to the **guest list area** in your **Happy** account!



Note:

Don't over invite guests to make up for all the 'no' RSVPs you may get. You don't want to have to account for 20 more guests than you can afford!

7 tips for your ideal guest list



Remember to also decide on:

1. Our **child policy** - are they allowed?

☐ Yes ☐ No

If yes, age groups: _____

2. Our **plus one policy**?

☐ Everyone can have one ☐ Only long term relationships ☐ Nobody

What is our definition of long term: _____

Tip:

Guest live too far to come, space limitations at your perfect venue?

Use **Happy's** category filter to find some video streaming services!



Immediate Family

Close Friends

Extended Family

Friends

Interest Groups

Religious Groups

Parents Friends

Co-Workers

Other

Choosing an Officiant

Your officiant - the person who is going to conduct the ceremony.

Our advice is to:

1. Read their reviews if available.
2. Make sure they are correctly certified to perform the ceremony of your choosing.
3. You are certain they are the person to guide you through this important milestone.

Some questions to ask yourselves:

1. Is the ceremony within a particular religious sect(s)?

☐ Yes ☐ No

If yes, which ones:

Do we need anything in particular for each ceremony:

3. Will they also be doing our premarital counselling if required?

☐ Yes ☐ No

If no, who will be:

4. What premarital counselling do we need and where do we get it?

What we need:

Where do we go:



My Wedding Attire

Budget

Complete Ideas

Box dimensions:
154mm wide x 247mm long

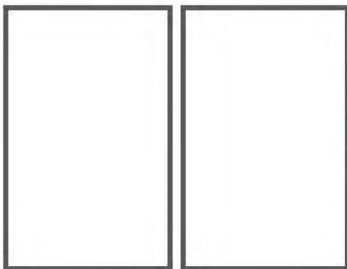


Build-a-Look You Love



Necklines

Box dimensions:
110mm wide x 60mm long



Sleeves

Box dimensions:
70mm wide x 110mm long



Shoes

Box dimensions:
100mm wide x 70mm long

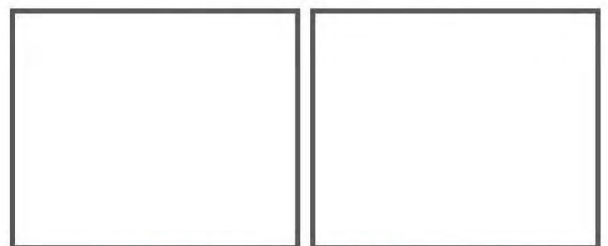
Skirt/Trouser

Box dimensions:
125mm wide x 214mm long



Bodice/Shirt

Box dimensions:
120mm wide x 100mm long



Accessory Ideas:

Picking the Perfect

Dress

Suit

Accessories

Partner's Wedding Attire

Budget

Complete Ideas

Box dimensions:
154mm wide x 247mm long

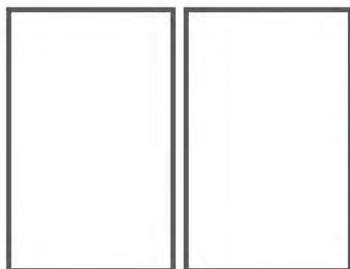


Build-a-Look You Love



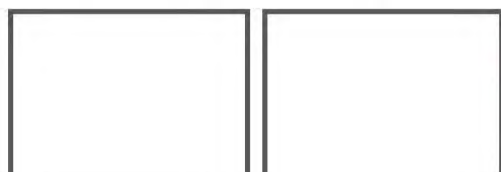
Necklines

Box dimensions:
110mm wide x 60mm long



Sleeves

Box dimensions:
70mm wide x 110mm long



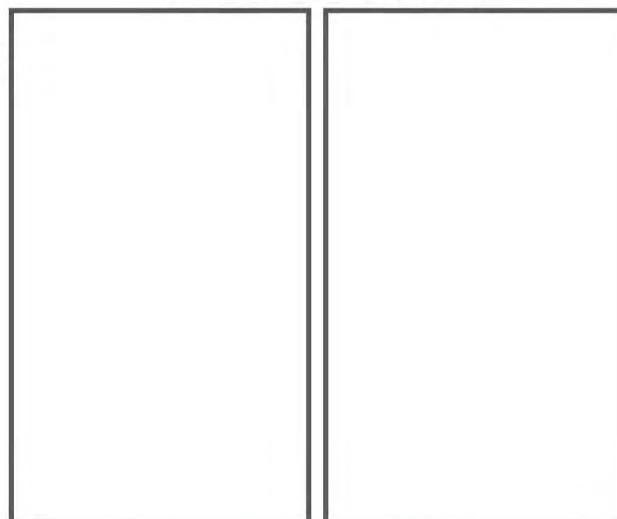
Shoes

Box dimensions:
100mm wide x 70mm long

Accessory Ideas:

Skirt/Trouser

Box dimensions:
125mm wide x 214mm long



Bodice/Shirt

Box dimensions:
120mm wide x 100mm long



Picking the Perfect

Dress

Suit

Accessories

12 - 10 Months



☐ Make **appointments**, prepare and ask **questions** to your favourite venues.

Use the venue area to see your venue wishlist, ask questions and book venues

See the blank calendar templates to help you stay organised. (last 4 pgs)

☐ Getting your **dream attire** made? Now is the time to **confirm**.

☐ Consider ideas for your **bridal party attire**.

☐ Consider ideas for your **groomsmen's attire**.

See our bridal party and groomsmen's attire inspiration sheets. (pgs 10-11)

☐ Book your **officiant**.

☐ Start your **premarital counselling**.

☐ Start researching **honeymoon**. (see pg 12)

☐ Start your **wellness journey**.

See our goal sheet. (pg 13)

What does getting a marriage
certificate entail?
Read on here







Bridal Party Attire

Budget

Complete Ideas

Box dimensions:
154mm wide x 247mm long



Build-a-Look You Love



Necklines

Box dimensions:
110mm wide x 60mm long



Sleeves

Box dimensions:
70mm wide x 110mm long



Shoes

Box dimensions:
100mm wide x 70mm long

Skirt/Pants

Box dimensions:
125mm wide x 214mm long



Midsection

Box dimensions:
120mm wide x 100mm long



Accessory Ideas:

Picking the Perfect

Dress

Suit

Accessories



Groomsmen's Attire

Budget

Complete Ideas

Box dimensions:
154mm wide x 247mm long



Build-a-Look You Love

Necklines

Box dimensions:
110mm wide x 60mm long

Sleeves

Box dimensions:
70mm wide x 110mm long

Shoes

Box dimensions:
100mm wide x 70mm long

Skirt/Pants

Box dimensions:
125mm wide x 214mm long

Midsection

Box dimensions:
120mm wide x 100mm long

Accessory Ideas:

Picking the Perfect

Dress

Suit

Accessories



Our Honeymoon

Budget

1. Where do we want to go?

- ☐ Within/close to our area ☐ Local ☐ International

More specific location(s):

2. What do we want to do there?

Ideas + Costing:



3. What accommodation do we need?

- ☐ Hotel ☐ Cabin ☐ Camping Site ☐ Other: _____

Where + How Long:



4. Cost per place



Tips for:

Starting to plan
your perfect
honeymoon

Choosing your
wedding night
accommodation

Note:

Make sure to find out if they accommodate any specific requirements (diet, etc.) before you book. Ask if there is anything special in the area to do for new experiences together.

Plan for any weather on your honeymoon!



My Wellness Journey

My Goals:

1. _____
2. _____
3. _____
4. _____

How will I achieve each goal?

1. _____

2. _____

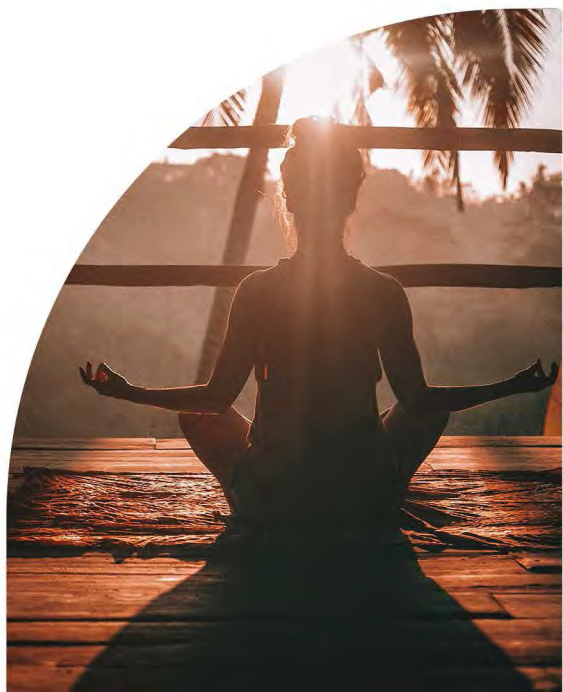
3. _____

4. _____

Remember:

Lifestyle changes take time as you form the habit.
Don't stress if you aren't doing it as fast as others or
are struggling. Everyone's wellness journey is different.
Just make **healthy changes!**

Want to know 5 ways to
beat wedding stress?
[Click here](#)



10 - 8 Months



- ☐ Finalise your guest list and add them to your **Happy** account.
- ☐ Use **Happy's** wedding stationery area to make your online stationery.
- ☐ Want **paper stationery**? Find a stationer to make all the physical stationery you want and co-ordinate your stationery. (see pg 15)
- ☐ Search and suggest **accommodation for out-of-town** guests.

Fill out and send them our recommendation page (pg 16)

- ☐ Start your **gift registry** using **Happy's** online gift registry area.

This is on your wedding website for guests to see once the link is shared with them!

- ☐ Start finishing off your **honeymoon plans**.
- ☐ Hire your **photographer and videographer**!
- ☐ Send your 'Save the Dates' out.

5 tips for creating
beautiful wedding
invitations

Click here for more
information on making
your Save the Dates







Our Stationery Ideas

Guest Count + Budget:

Invites

Box dimensions:
180mm wide x 170mm long

Save the Dates

Box dimensions:
180mm wide x 170mm long

Thank You Cards

Box dimensions:
180mm wide x 170mm long

Guest Accommodation Suggestions

Some suggestions for you:



8 - 6 Months



☐ **Finalise** your officiant and plans for the ceremony.

☐ Explore wedding hair and make-up ideas.

See our hair and make-up inspiration board to help formulate ideas. (pg 18)

☐ Purchase your **wedding rings**. (click here for some tips on choosing the rings)

☐ **Finalise** bridal party's attire.

☐ Explore your **catering options** and schedule tastings.

☐ Explore your **cake and dessert** options and schedule tastings.

☐ Arrange 'Thank You' cards for **bridal shower** and any **early gifts** received.

☐ Reserve your **rentals**.

Fill out the rentals checklist to keep track of what you need/have. (pgs 19-20)

☐ Book your **transport to and from** wedding venues you are using.

☐ Hire your **DJ and/or musician**.

☐ Start planning your bachelor/ette parties/weekends.

Let them eat - wedding - cake!
A quick how-to decide on a cake

Food glorious - wedding - food!
A quick how-to decide on your catering



A note on the bar:

Decide if you are having a cash bar (guests pay for themselves) or a bar tab.

You can set a bar tab limit or have an open bar tab. If you have set a limit notify the venue/vendor of it.

Remember that there is often a 'minimum sales value' that needs to be reached for them to cover their expenses.





Hair and Make-up Ideas

Hair

Box dimensions:
180mm wide x 170mm long

Some tips here

Make-up

Box dimensions:
180mm wide x 170mm long

Some tips here

Other: _____

Box dimensions:
180mm wide x 170mm long

[illegible]

Planning for bad weather on the day

6 - 4 Months



☐ Finalise your guest list.

☐ Finalise your invitations.

☐ Send your invitations.

☐ Choose all your flowers.

See our flower list (pg 22) and 'Ideas for Flowers' pages (pgs 23 - 25) to start planning.

Use the appointment tool to make your appointments.

☐ Schedule some dress fittings.

Use the appointment tool to make your appointments.

☐ Order your wedding cake and desserts.

☐ Plan a welcome basket for out-of-town guests.

☐ Book your honeymoon hotels and flights.

☐ Book your wedding night room.

☐ Prepare your wedding playlist.

Use our 'Our Wedding Playlist' template to send to your DJ/musician. (pg 26)

If applicable:

☐ Assemble a rehearsal dinner guest list.

☐ Book a rehearsal dinner venue.

☐ Order rehearsal dinner invites.

My Fittings

1. _____
2. _____
3. _____
4. _____

Rehearsal Date: _____

Rehearsal Guest Count: _____

Picking the Perfect Flowers

Part 1

Part 2

Choosing the
tunes

Pick a memorable
first dance song





List of Flowers to Get



For a Bride's Wedding Party:

- ☐ Bridal Bouquet
- ☐ Flowers for Bride's Hair
- ☐ Bridesmaid's Bouquet
- ☐ Maid of Honor Bouquet
- ☐ Flower Girls Headpiece
- ☐ Flower Girls Basket Decorations
- ☐ Flower Girls Petals to Toss

For a Groom's Wedding Party:

- ☐ Groom's Boutonniere
- ☐ Groomsmen's Boutonniere
- ☐ Best Man Boutonniere

For the Parents and Grandparents:

- ☐ Mother of the Bride Corsage
- ☐ Mother of the Groom Corsage
- ☐ Stepmother Corsage
- ☐ Father of the Groom Boutonniere
- ☐ Father of the Bride Boutonniere
- ☐ Stepfather Boutonniere
- ☐ Grandmother Corsages
- ☐ Grandfather Boutonnieres

For the Ceremony:

- ☐ Alter/Chuppah or other mass arrangements
- ☐ Pew/Chair Decorations
- ☐ Candles

For the Reception Venue:

- ☐ Entrance Arrangements
- ☐ Table Centerpieces
- ☐ Buffet Table Decor
- ☐ Bar Decor
- ☐ Cake Decorations

Extras:

☐ _____	☐ _____
☐ _____	☐ _____
☐ _____	☐ _____
☐ _____	☐ _____
☐ _____	☐ _____
☐ _____	☐ _____



Ideas for the Flowers



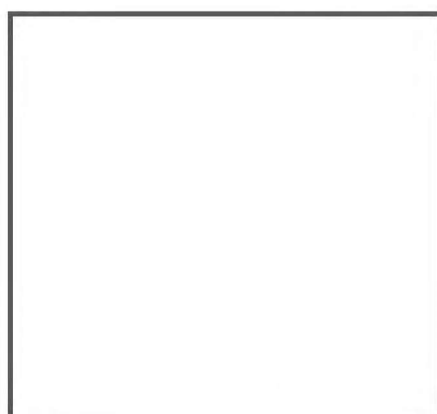
Bride

Box dimensions:
180mm wide x 170mm long



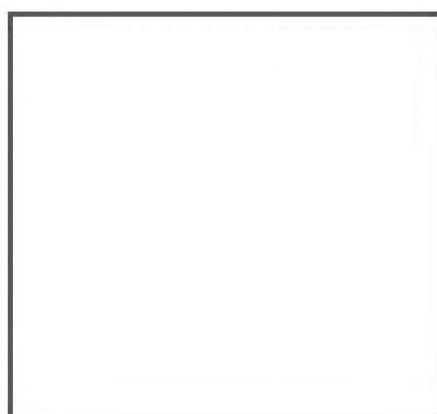
Groom

Box dimensions:
180mm wide x 170mm long



Bridesmaids

Box dimensions:
180mm wide x 170mm long





Ideas for the Flowers



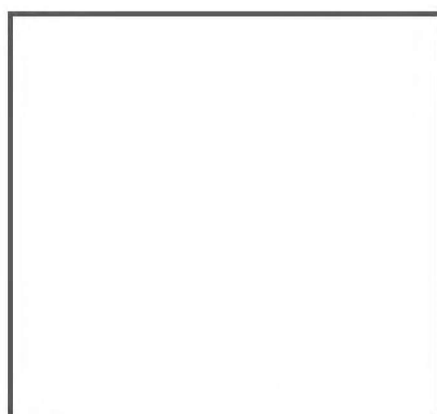
Groomsmen

Box dimensions:
180mm wide x 170mm long



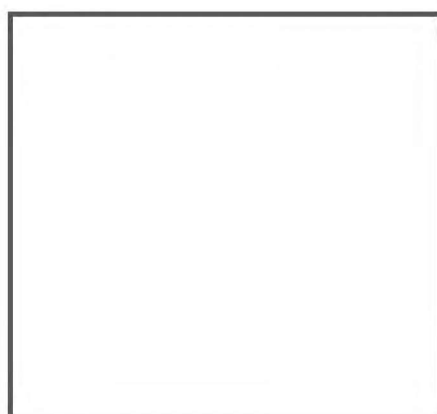
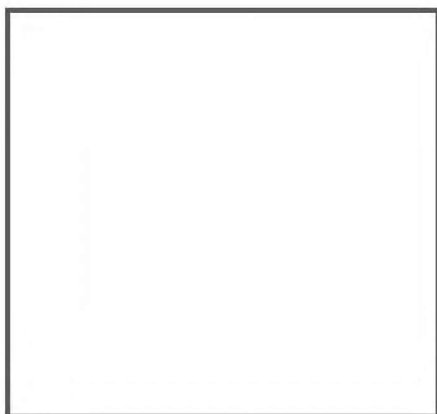
Mothers, Grandmothers, Step-mothers

Box dimensions:
180mm wide x 170mm long



Fathers, Grandfathers, Step-fathers

Box dimensions:
180mm wide x 170mm long





Ideas for the Flowers



Ceremony

Box dimensions:
180mm wide x 170mm long

Reception

Box dimensions:
180mm wide x 170mm long



Our Wedding Playlist



The Ceremony Song: _____

Our Introduction Song: _____

Our First Dance: _____

Bridal Party Dance: _____

Father Daughter Dance: _____

Mother Son Dance: _____

Other Special Dances:

Grandparents: _____

Cultural Dance: _____

Cultural Dance: _____

Cultural Dance: _____

Group Dance: _____

Cake Cutting: _____

Bouquet Toss: _____

Garter Toss: _____

Anniversary Song for Married Couples:

Closing Song: _____

Special Requests:

Please Don't Play:

4 - 3 Months

- ☐ **Finalise** your honeymoon arrangements.
- ☐ Make sure any documents you need are sorted out.
- ☐ Double-check your bookings, flights, etc.
- ☐ Confirm your housesitter and/or petsitter.
- ☐ Plan **ceremony and reception** seating plan.
- ☐ Draw up a **provisional seating plan**.



Top tips for creating a seating plan

Use Happly's seating plan tool to assist you!

- ☐ Play around with **more hair and make-up ideas** (with/without a veil).
- ☐ **Finalise** music and any religious and cultural additions. (EG.: readings, and readers)
- ☐ **Finalise** your reception menu.
- ☐ Order **menu cards** and **wedding favours**.
- ☐ Purchase your:
 - ☐ Toasting flutes.
 - ☐ Serving pieces.
 - ☐ Guestbook.
 - ☐ Flower Basket.
 - ☐ Ring Bearer Pillow.

Choosing your wedding favours





3 - 2 Months



- ☐ **Review** ceremony details with officiant.
- ☐ Review all **legal requirements** - documents, certified copies, passports, etc.
- ☐ **Finalise** your seating plan.
- ☐ **Decide** on your 'something old, something new, something borrowed, something blue'.
- ☐ Book some **spa treatments or down time**.
- ☐ **Finish off** your playlist and send on to your DJ/musician.
- ☐ Make sure the bridal party's attire **fits and is ready**.
- ☐ Start working on **your vows**.
- ☐ Check your **RSVP responses** on the Happly system.
- ☐ Purchase your wedding favours.
- ☐ Book your **wedding day transportation**.
- ☐ Complete a **wedding day timeline** - send this on to your venue, vendors, MC, bridal party members and anyone else that needs it.

Your guide to
something old, new,
borrowed, blue

Writing your vows

See our Wedding Timeline page to fill in all the important times for on the day. (pgs 29-31)

- ☐ Create your wedding programs.
- ☐ Write out a **honeymoon itinerary** and **contact details** for whoever is looking after your home, pets, and plants!







Our Big Day's Timeline



Time	Event	Where
06:00		
06:15		
06:30		
06:45		
07:00		
07:15		
07:30		
07:45		
08:00		
08:15		
08:30		
08:45		
09:00		
09:15		
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10:30		
10:45		
11:00		
11:15		
11:30		
11:45		
12:00		
12:15		
12:30		
12:45		
13:00		



Our Big Day's Timeline



Time	Event	Where
13:15		
13:30		
13:45		
14:00		
14:15		
14:30		
14:45		
15:00		
15:15		
15:30		
15:45		
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18:15		
18:30		
18:45		
19:00		
19:15		
19:30		
19:45		
20:00		
20:15		

Our Big Day's Timeline

Time	Event	Where
20:30		
20:45		
21:00		
21:15		
21:30		
21:45		
22:00		
22:15		
22:30		
23:00		
23:30		
00:00		

Note:

Be **respectful** of the people who are **working** at your event. They also need to tidy up a little and go home once your celebrations are finished.
Don't forget to tip them for helping make your day special!

Need help creating your wedding day itinerary? Click here for some useful tips

[illegible]



Please could you:

2 - 1 Months

- ☐ Touch base with vendors and **confirm** times, dates, locations.
- ☐ Collect your **rings**.
- ☐ **Confirm** final wedding day arrangements with your officiant.
- ☐ **Order** your wedding programs.
- ☐ **Revise** your gift registry in Happly's registry area.
- ☐ **Final attire fittings** must be done now with the actual shoes and undergarments on.
 - ☐ My attire.
 - ☐ Partners attire.
 - ☐ Bridesmaids attire.
 - ☐ Groomsmen attire.
 - ☐ _____
 - ☐ _____
- ☐ **Final confirmation** of your honeymoon details - tie up the loose ends.
- ☐ **Start packing** (or prep what you need to pack) for your honeymoon.
- ☐ **Attend** the bachelor/ette parties/weekends away.
- ☐ **Purchase** anything extra you may need.

“When you realize you want to spend the rest of your life with somebody, you want the rest of your life to start as soon as possible.”

— When Harry Met Sally





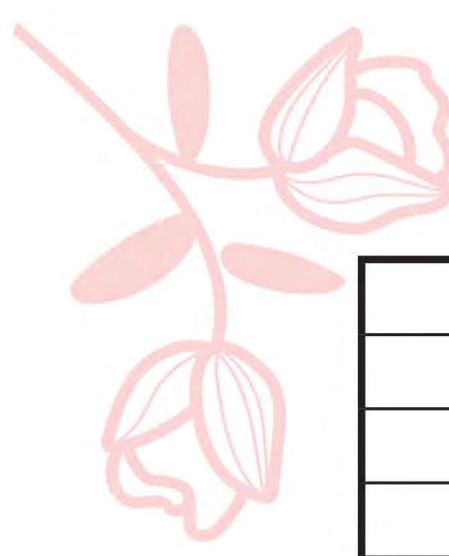
2 Weeks Left



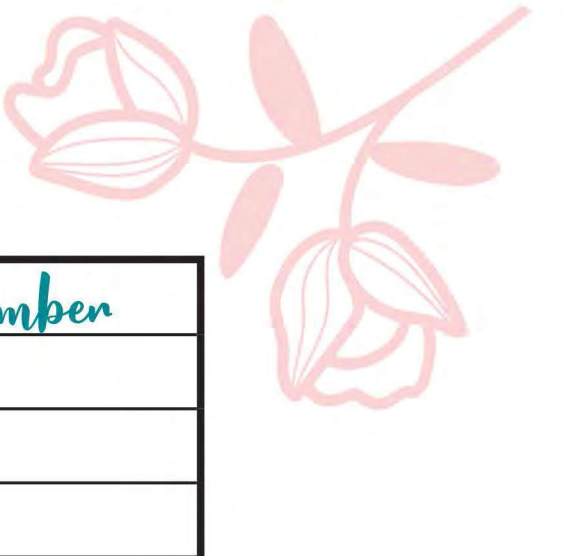
- ☐ Fill out your supplier and emergency contacts page. (see pg 35-37)
- ☐ **Double check** your guest list for who has sent in their RSVP and follow up with those who haven't.
- ☐ **Wear** your wedding shoes every now and again to “**break them in**”.
- ☐ **Finalise** your hair and make-up.
- ☐ **Delegate** wedding day duties - E.G.: gift table setup, setting up the seating plan, guestbook, etc.
- ☐ Send your caterer your **final numbers** - make sure they have them.
 - ☐ Double check and forward **special dietary requirements**.
- ☐ Confirm all transportation services have the **correct directions**
- ☐ Make sure there is a **list for returning hired items and outfits** to keep track of all the things to return.







Our Emergency Contacts



Name	Relation	Number

Our Supplier Contacts



Supplier	Name	Number

Our Supplier Contacts



Supplier	Name	Number

1 Week Left



- ☐ Ask your venue if these can be delivered a week **early** - wedding favours, toasting glasses, cake knife and server, candles and a lighter.
- ☐ **Do some relaxing** with your bridal party and/or partner.
- ☐ **Confirm** accommodation for out-of-town guests.
- ☐ Confirm **vendor arrival times** - send them the timeline. (see pgs 29-30)
- ☐ Give **speeches** to relevant guests or ask them to write them now.
- ☐ Print/write out your **place-names** for guests.
 - ☐ Give them to whoever is **setting up** the seating plan on the day.
- ☐ Prepare all **final payments** in terms of your contracts.
 - ☐ Print out and file **proof of payments**.
- ☐ Prepare a **wedding day emergency** list. (see pg 39)
- ☐ Prepare a snack pack for you, your partner and bridal party for the day.



These packs are good for keeping energy levels up during the day and photoshoots.

Snack List

- ☐ Granola/Energy bars ☐ Trail Mix ☐ Super C's ☐ Fruit Squares ☐
☐ Savoury Biscuits ☐ Biltong ☐ Fruit Juice ☐ Water

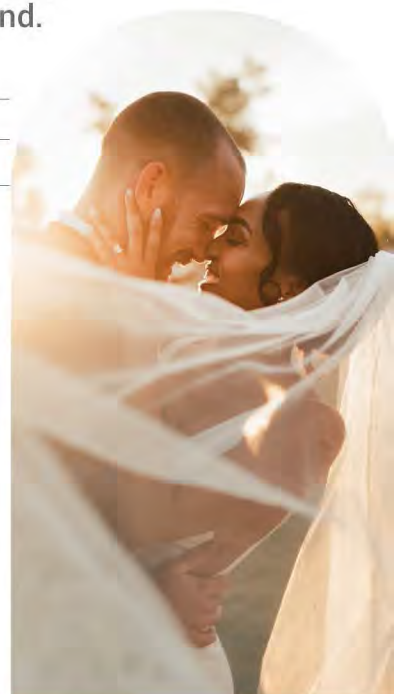
**One week left!
Narrowing your
focus!**

Remember:

Prepare tips for those working your wedding day, they are essential to making your wedding day happen. You can prepare cash yourself or speak with your venue to see how they work tips.

If you can place tips in marked envelopes and keep them in a safe place.
Just in case you missed someone, keep some extra cash on hand.





Wedding Day Emergency Items

Note:

Don't ever use anything new close to your wedding day or on the day.

For example - new deodorant brands, make-up brands, body lotion, medication (like antihistamines, headache tablets, etc.), nail polishes

The Basics:

- ☐ Cotton Ear Buds ☐ Nail File ☐ Lip-Ice/Gloss ☐ Hand + Body Lotion ☐ Hair Pins
- ☐ Tweezers ☐ Hairbrush + Comb ☐ Eyeliner (if using)
- ☐ Lipstick (chosen colour) ☐ Lip Pencil (if using) ☐ Pencil Sharpener
- ☐ Setting Powder/Spray ☐ Nail Polish (chosen colour) ☐ Eyelash glue (if using)
- ☐ Hairspray ☐ Deodorant ☐ Make-up Remover ☐ Wet/Baby Wipes ☐ Sunscreen
- ☐ Chosen Perfume ☐ Hair Straightener (if using)

Clothing and Accessories:

- ☐ Sewing Kit ☐ Fashion Tape (keep clothes in place) ☐ Scissors
- ☐ Stick-on Instant Hemming Tape
- ☐ Clear Nail Polish (for stopping ladders in stockings if using)
- ☐ White Chalk (for masking stains on white clothing) ☐ Stain Removing Wipes
- ☐ Lint Roller ☐ Shoe Polish (in correct colour(s))
- ☐ Spare Shoe Laces (in correct colour(s))
- ☐ Flat Shoes (for if you want to remove your heels) ☐ Extra Earring Backs

The Basics:

- ☐ Phone Charger (and double adapter) ☐ Chewing Gum ☐ Breath Mints
- ☐ Toothpaste + Toothbrush(s) ☐ Eye Drops ☐ Plasters ☐ Blister Plasters
- ☐ Insoles ☐ Heel Protectors ☐ Painkillers ☐ Antihistamine Tablets
- ☐ Insect Repellent (if needed) ☐ Hand Sanitiser(s) ☐ Lots of Tissues
- ☐ Sanitary Products (pads, tampons, etc). ☐ Your Snack Packs ☐ A Lighter
- ☐ Rescue Remedy (something to calm your nerves)
- ☐ Copy of the Wedding Itinerary ☐ Your Supplier Contact List ☐ Small Amount of Cash ☐ A Bag to Store Everything

Extras:

- ☐ _____ ☐ _____ ☐ _____
- ☐ _____ ☐ _____ ☐ _____
- ☐ _____

The Day Before

- ☐ Get your **pre-wedding pampering** done - massages, mani/pedi, etc.
- ☐ **Deliver** your welcome baskets. (if applicable)
- ☐ **Attend** the rehearsal dinner. (if applicable)
- ☐ Get an **early night**. (if you can)



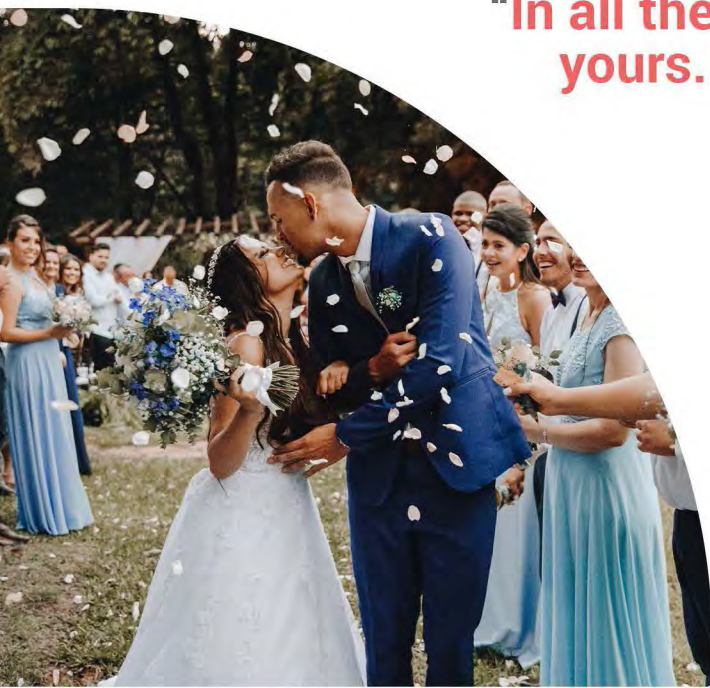
The Big Day

- ☐ Give yourself **extra time** to get ready.
- ☐ Enjoy a good **breakfast**.
- ☐ Remember to **give** the wedding rings and officiant fees to the best man.

How to navigate
the big day!

Enjoy Your Special Day as a Couple

"In all the world, there is no heart for me like yours. In all the world, there is no love for you like mine."
—Maya Angelou



Month + Year: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

My Priority Tasks for the Month:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

My Focus and Goals:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____



Month + Year: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

My Priority Tasks for the Month:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

My Focus and Goals:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____



Month + Year: _____



My Priority Tasks
for the Month:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

My Focus and Goals:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Month + Year: _____



My Priority Tasks
for the Month:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

My Focus and Goals:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____