



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?

Yearly pages

1 2022 Calendar page / Calendar Overview	2 2022 Outline page
CONTENT TO ADD ON THIS PAGE:	CONTENT TO ADD ON THIS PAGE:
3 Yearly money page	4 Yearly tracking page
CONTENT TO ADD ON THIS PAGE:	CONTENT TO ADD ON 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
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 Weekly meal plan page	4 Weekly results 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:

Daily pages

1 Daily planning page	2 Daily life notes
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 Daily work notes	
CONTENT TO ADD ON THIS PAGE:	
TEMPLATES TO INCLUDE AFTER THIS PAGE:	

Notebooks

1 	2
CONTENT FOR THE 12 CATEGORIES / SECTIONS:	CONTENT FOR THE 12 CATEGORIES / SECTIONS:
TEMPLATES TO INCLUDE:	TEMPLATES TO INCLUDE:
3 	4
CONTENT FOR THE 12 CATEGORIES / SECTIONS:	CONTENT FOR THE 12 CATEGORIES / SECTIONS:
TEMPLATES TO INCLUDE:	TEMPLATES TO INCLUDE:

Notebooks

5	6
CONTENT FOR THE 12 CATEGORIES / SECTIONS:	CONTENT FOR THE 12 CATEGORIES / SECTIONS:
TEMPLATES TO INCLUDE:	TEMPLATES TO INCLUDE:
7	
CONTENT FOR THE 12 CATEGORIES / SECTIONS:	
TEMPLATES TO INCLUDE:	



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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