

UNDATED PLANNER

My Gathering Day

Make room for people inside the plan.

DEVICE

CALENDAR

WEEK START

iPad 11-inch / Goodnotes

Undated

Monday

YEAR AT A GLANCE

01 January	02 February	03 March	04 April
05 May	06 June	07 July	08 August
09 September	10 October	11 November	12 December

INCLUDED

12 months - 52 weeks - Goals - Habits - Notes

Layout - agenda week - intentions month

WEEK INDEX	THIS WEEK	THIS MONTH	PLAN
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MONTH 1

Event Month

W	MON	TUE	WED	THU	FRI	SAT	SUN
01	W1						
02	W2						
03	W3						
04	W4						
05	W5						

WEEKS

W1

W2

W3

W4

W5

MILESTONES / DECISIONS

BOOKINGS / DEADLINES

WEEK 1

Event Week

Move one gathering from idea to welcome, without letting the details crowd out the people.

GUEST EXPERIENCE	DECISION TO MAKE	BUDGET REMAINING
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MON PLAN / CONFIRM / PREPARE 1	GUESTS
TUE PLAN / CONFIRM / PREPARE 2	
WED PLAN / CONFIRM / PREPARE 3	VENDORS
THU PLAN / CONFIRM / PREPARE 4	
FRI PLAN / CONFIRM / PREPARE 5	FOOD / SUPPLIES
SAT PLAN / CONFIRM / PREPARE 6	
SUN PLAN / CONFIRM / PREPARE 7	SETUP OWNER

PLAN

Event Brief

Name the purpose, feeling, boundaries, and practical definition of a successful gathering.

PURPOSE / OCCASION	HOW IT SHOULD FEEL
GUEST PROMISE	BUDGET BOUNDARY
NON-NEGOTIABLES	WHAT CAN STAY SIMPLE

RUN

Task Board

Keep each open task attached to an owner, due point, and visible next action.

TASK	OWNER	DUE	NEXT ACTION	DONE