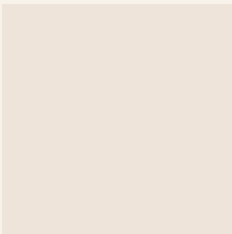


UNDATED PLANNER

My Meeting Notes & Actions

Decide clearly. Follow through visibly.



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	MEETINGS
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MONTH 1

Meeting 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

DECISIONS / CONVERSATIONS

ACTIONS / FOLLOW-UP DATES

WEEK 1

Meeting Week

Prepare only what the conversation needs, then keep decisions, owners, and follow-through easy to retrieve.

DECISION NEEDED	PEOPLE / CONTEXT	FOLLOW-THROUGH RISK

MON	PREPARE / MEET / ROUTE ACTIONS	MEETINGS TO PREPARE
1		
TUE	PREPARE / MEET / ROUTE ACTIONS	
2		
WED	PREPARE / MEET / ROUTE ACTIONS	DECISIONS PENDING
3		
THU	PREPARE / MEET / ROUTE ACTIONS	
4		
FRI	PREPARE / MEET / ROUTE ACTIONS	ACTIONS DUE
5		
SAT	PREPARE / MEET / ROUTE ACTIONS	
6		
SUN	PREPARE / MEET / ROUTE ACTIONS	PEOPLE TO UPDATE
7		

MEETINGS

Meeting System

Define which meetings deserve time, what each format is for, and when another channel is better.

MEETING TYPES	DECISION AUTHORITY
REQUIRED PARTICIPANTS	USEFUL CADENCE
ASYNC ALTERNATIVES	CANCELLATION RULE

ACTIONS

Meeting Notes

Capture context, discussion, decisions, and open questions without attempting a transcript.

MEETING / DATE / PEOPLE	PURPOSE / DESIRED OUTPUT
CONTEXT / EVIDENCE	DISCUSSION NOTES
DECISIONS	OPEN QUESTIONS