

2027 PLANNER

My Project Clarity

Name the next kind step.

DEVICE	CALENDAR	WEEK START
iPad 11-inch / Goodnotes	2027	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 - 53 project weeks - 8 project tools - 12 meeting notes

Monday start - outcome-led execution - hyperlinked navigation

WEEK INDEX	THIS WEEK	THIS MONTH	PROJECT
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DEC 28 - JAN 3

Project Clarity

Turn milestones into owned outcomes, decisions, and next actions.

THREE OUTCOMES

1

2

3

MON

28

WORK / MEETING / DUE

TUE

29

WORK / MEETING / DUE

WED

30

WORK / MEETING / DUE

THU

31

WORK / MEETING / DUE

FRI

1

WORK / MEETING / DUE

SAT

2

WORK / MEETING / DUE

SUN

3

WORK / MEETING / DUE

MILESTONE / TARGET

DECISION NEEDED

RISKS / DEPENDENCIES

WAITING / OWNER

WEEKLY REVIEW

JAN

IDX

next week >

QUIET BLOOM PRESS

15

PROJECT

Project Brief

Define the outcome, boundaries, people, and constraints before planning the work.

PROJECT

OUTCOME

START

TARGET

OWNER

TOP PRIORITIES

CONSTRAINTS / ASSUMPTIONS

IN SCOPE

OUT OF SCOPE

PEOPLE / RESOURCES

PROJECT

Decision Log

Record important choices once so the team can move without reopening settled context.

DATE	DECISION	WHY / TRADE-OFF	OWNER

NOTES

Meeting Notes 01

Capture context, decisions, and owned follow-through in one place.

DATE / TIME

PROJECT

FACILITATOR

PURPOSE / OUTCOME

ATTENDEES

AGENDA / QUESTIONS	DISCUSSION NOTES

DECISIONS

ACTION ITEM	OWNER	DUE	STATE