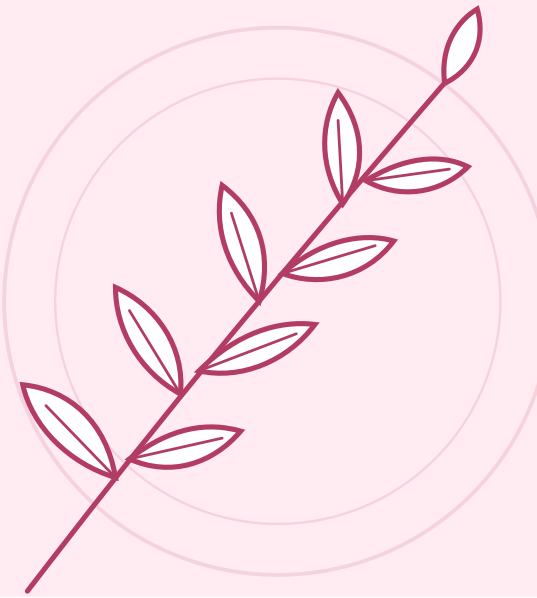
Project Planner

A calm, step-by-step system to plan, organize and finish any project: at work, at school or at home. Undated, so you can print it again and again.



PROJECT

STARTED ON

Print one set per project. Print extra task breakers, weekly plans and note pages whenever your project grows.

INSIDE

02	Start here	how to use
03	Project overview	once
04	Task breaker	per task
05	Project budget	once
06	Project calendar	monthly
07	Project timeline	12 weeks
08	Weekly action plan	weekly
09	Project tracker	ongoing
10	Project notepad	as needed
11	Brainstorm	as needed
12	Project review	at the end

START HERE

Welcome to your planner

Plan it, break it down, track it, finish it.

> Every big project is just a lot of small steps in a sensible order. This planner helps you find those steps, see your progress and keep everything in one place.

HOW TO COMPLETE ANY PROJECT WITH THIS PLANNER

STEP 1 · PLAN

Project overview · p.03

Write a compact overview: the goal, why it matters, what 'done' looks like and the main milestones.

STEP 2 · BREAK IT DOWN

Task breaker · p.04

Turn each big task into small, concrete steps you could finish in one sitting. One sheet per task.

STEP 3 · BUDGET AND DATES

Budget, calendar, timeline · p.05

Decide what you can spend, then put deadlines and milestones on the calendar and the timeline.

STEP 4 · START

Weekly action plan · p.08

Pick the first task breaker and plan just this week. Small, steady steps beat one big push.

STEP 5 · TRACK

Project tracker · p.09

Tick off milestones, color the progress bar and write down roadblocks with a possible fix.

STEP 6 · CAPTURE AND FINISH

Notes, brainstorm, review · p.10

Keep ideas and details in one place. When you're done, review what you learned and celebrate.

FOUR HABITS OF CALM PROJECT PLANNERS

Define done. A clear finish line keeps a project from growing forever.

Make the next step tiny. 'Email Anna about the venue' is easier to start than 'organize the event'.

Add a buffer. Most tasks take longer than we expect. Add about 20 percent to every estimate.

Review weekly. Ten minutes every week to update the tracker keeps surprises small.

STEP 1 · PLAN

Project overview

Project _____ Category _____

Start date _____ Due date _____ Budget _____

WHAT IS THIS PROJECT?

Describe it in two or three sentences.

WHY IT MATTERS

Your reason, for the days motivation is low.

DONE LOOKS LIKE

How will I know this project is finished? Be specific.

MAIN GOALS

1 _____

2 _____

3 _____

MILESTONE	DEADLINE	DONE
		○
		○
		○
		○
		○

MAIN TASK	WHO OR WHAT HELPS	DEADLINE	DONE
			○
			○
			○
			○
			○
			○
			○
			○

STEP 2 · BREAK IT DOWN

Task breaker

Task _____ Due _____

WHAT NEEDS TO HAPPEN

RESOURCES I NEED

Tools, information, people, money.

#	SMALL STEP	TIME NEEDED	BY WHEN	DONE
01				☐
02				☐
03				☐
04				☐
05				☐
06				☐
07				☐
08				☐
09				☐
10				☐
11				☐
12				☐

WHAT COULD GET IN THE WAY

MY PLAN IF IT DOES

Task completed on

Project budget

Project _____ Budget goal _____

PRIORITIES: MUST SPEND ON

WAYS TO SAVE

Borrow, reuse, compare prices, do it myself.

ITEM OR SERVICE	CATEGORY	ESTIMATED	ACTUAL	PAID
				○
				○
				○
				○
				○
				○
				○
				○
				○
				○
				○
				○
				○
				○

TOTAL BUDGET	TOTAL ESTIMATED	TOTAL SPENT	LEFT OVER

Project calendar

Month _____

MON	TUE	WED	THU	FRI	SAT	SUN

Write in the dates for your month, then add deadlines, milestones and appointments.

KEY DEADLINES THIS MONTH

MONTH OVERVIEW

What got done, what moves to next month.

Project timeline

Starts _____

Milestone or task	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12

How to use it. Write the date each week starts under W1 to W12. For each task, shade the weeks you plan to work on it. Mark milestones with a star or a dot.

Running late? Move the bar, not your sleep. Look at what can be simplified, shared or dropped.

STEP 4 · START

Weekly action plan

Week of _____

THIS WEEK'S FOCUS

HOURS I CAN GIVE

MONDAY

- [ ]
- [ ]
- [ ]

TUESDAY

- [ ]
- [ ]
- [ ]

WEDNESDAY

- [ ]
- [ ]
- [ ]

THURSDAY

- [ ]
- [ ]
- [ ]

FRIDAY

- [ ]
- [ ]
- [ ]

WEEKEND

- [ ]
- [ ]
- [ ]

WAITING ON

Replies, approvals, deliveries.

NEXT WEEK

Project tracker

Updated _____

MILESTONES

◯ 1	◯ 2	◯ 3	◯ 4
Date done	Date done	Date done	Date done
◯ 5	◯ 6	◯ 7	◯ 8
Date done	Date done	Date done	Date done

OVERALL PROGRESS

10%	20%	30%	40%	50%	60%	70%	80%	90%	100%

Color one box for every 10 percent of the project that is done.

MAIN TASK	FINISHED ON	NOTES

ROADBLOCKS AND SOLUTIONS

ROADBLOCK	POSSIBLE SOLUTION	SOLVED
		◯
		◯
		◯
		◯
		◯

HOW IS IT GOING?

1 2 3 4 5 6 7 8 9 10 1 stuck · 10 right on track

STEP 6 · CAPTURE

Project notepad

Task or topic _____ Date _____

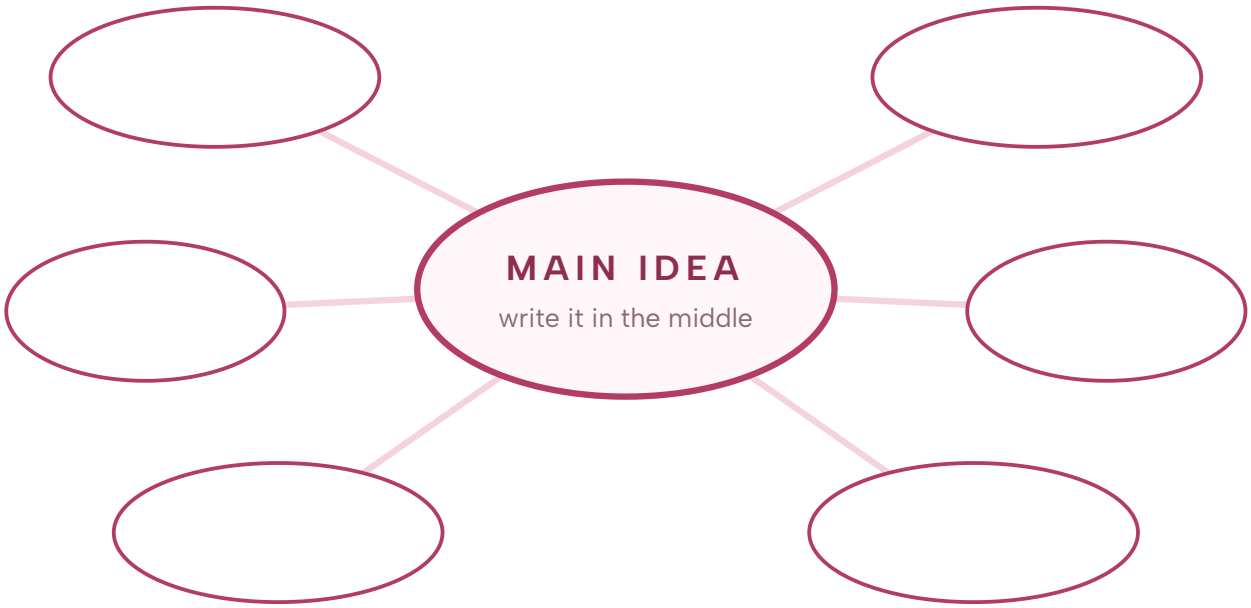
NOTES

SKETCHES AND DETAILS

Brainstorm

Topic or question

MIND MAP



ALL THE IDEAS

Quantity first. No judging yet.

QUESTIONS TO EXPLORE

WINNER IDEAS AND THE FIRST STEP FOR EACH

1

2

3

AT THE END

Project review

Before you jump into the next project, take ten minutes to look back.

Project _____ Finished on _____

WHAT WENT WELL

WHAT WAS HARDER THAN EXPECTED

WHAT I LEARNED

NEXT TIME I WILL

HOW SATISFIED AM I WITH THE RESULT?

1 2 3 4 5 6 7 8 9 10 1 not at all · 10 very

PEOPLE TO THANK

HOW I'LL CELEBRATE