MARCUS VALE

LIFE, SORTED

THE 90-DAY PLANNER & RESET SYSTEM

For overwhelmed adults who want calm, clear days

This planner belongs to

_____

_____

137 PAGES - RESET, PLAN, TRACK, REVIEW

Life reset audit - 90-day goals - Monthly & weekly plans

Daily focus pages - Bills, budget & habits - Reviews

Printable PDF - US Letter - Undated - Start any day

Life, Sorted

The 90-Day Planner & Reset System for Overwhelmed Adults

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Designed for busy, easily-overwhelmed minds: short pages, clear boxes, one small step at a time. Nothing here asks you to be perfect - it asks you to be a little more sorted than yesterday.

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This is an organization and planning tool. It is not medical, financial or professional advice.

Support: puzzle-pout-talon@duck.com

More printable packs: puzzlepouttalon-hub.pages.dev

How to Use This Planner

Ninety days, one page at a time - every page stands alone

This planner is UNDATED on purpose: start on any day of the year, and print only the pages you need, as often as you need.

A simple rhythm that works:

1. Start with the Life Reset Audit - one honest sitting. Dump everything out of your head, then filter it down.
2. Set your 90-Day Goals - three goals, broken into milestones.
3. At the start of each month, print that month's set: calendar, focus page, bills & money dates, notes.
4. Each week, fill in the Weekly Plan, and close the week with the Weekly Reset Checklist.
5. On busy days, use a Daily Focus page: Top 3, time blocks, and a brain-dump strip for everything else.
6. Park stray thoughts on the Brain Dump & Capture pages instead of trying to hold them in your head.
7. Review as you go - weekly, monthly, and at day 90.

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Life Snapshot

Rate each area honestly - 1 is chaos, 10 is calm and sorted

Home & living space	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Money & bills	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Work & projects	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Health & energy	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Family & relationships	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Admin & paperwork	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Digital life (email, files, phone)	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Rest, fun & free time	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

The three areas that need attention first:

In one sentence - what does 'sorted' look like for me in 90 days?

The Big Brain Dump

Part 1 of 2 - get everything out of your head and onto paper. No order, no judging.

The Big Brain Dump

Part 2 of 2 - get everything out of your head and onto paper. No order, no judging.

Priority Filter

Work through your brain dump - one item at a time

Mark each item: U = urgent, I = important. Then choose one action: DO it, SCHEDULE it, park it on a LATER list, or DROP it. Most overwhelm is unmade decisions, not work.

Item from the brain dump	U?	I?	Action: Do / Schedule / Later / Drop

My top 5 for the next 90 days:

Energy & Time Audit

Notice where your hours and energy actually go - for one typical week

Time block	What usually happens	Energy (1-5)
Morning		
Midday		
Afternoon		
Evening		
Night		
Weekend		

My best hours of the day (protect these for important things):

Biggest time drains - and one small fix for each:

90-Day Goals - Overview

Three goals are plenty. Make each one small enough to finish.

Start date: _____ **Day 90 date:** _____

GOAL 1

Goal: _____

Why it matters: _____

I will know it is done when: _____

GOAL 2

Goal: _____

Why it matters: _____

I will know it is done when: _____

GOAL 3

Goal: _____

Why it matters: _____

I will know it is done when: _____

My reward when day 90 arrives:

_____

_____

Goal Breakdown

Goal 1 of 2 worksheets - turn one goal into steps you can actually take

Goal: _____

Milestones on the way (in order):

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

The very first small step - doable this week:

_____

_____

What might get in the way - and my plan for it:

_____

_____

_____

Who or what can help:

_____

_____

Goal Breakdown

Goal 2 of 2 worksheets - turn one goal into steps you can actually take

Goal: _____

Milestones on the way (in order):

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

The very first small step - doable this week:

_____

_____

What might get in the way - and my plan for it:

_____

_____

_____

Who or what can help:

_____

_____

Milestone Tracker

Tracker 1 of 2 - one row per milestone, shade the bar as you go

Goal: _____

Milestone	Target date	Done - date

Progress - shade one box for every 10% done:

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

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

Notes & adjustments:

Milestone Tracker

Tracker 2 of 2 - one row per milestone, shade the bar as you go

Goal: _____

Milestone	Target date	Done - date

Progress - shade one box for every 10% done:

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

Notes & adjustments:

Monthly Calendar - Month 1

Write the month name and dates in the boxes

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Focus of the month: _____

One word for this month: _____

Month Focus & Priorities - Month 1

My top 3 priorities this month:

- [ ] _____
- [ ] _____
- [ ] _____

One thing to FINISH:

_____

_____

One thing to START:

_____

_____

One thing to STOP or let go of:

_____

_____

Key appointments & events to remember:

Date	Event

Month Bills & Money Dates - Month 1

Every fixed payment for this month - check each one off as it is paid

Bill / payment	Due date	Amount	Paid

Total going out this month: _____

Money coming in this month: _____

Money notes (renewals, price changes, things to question):

_____

_____

_____

Month Notes - Month 1

Ideas, lists and loose ends for this month

Monthly Calendar - Month 2

Write the month name and dates in the boxes

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Focus of the month: _____

One word for this month: _____

Month Focus & Priorities - Month 2

My top 3 priorities this month:

- [ ] _____
- [ ] _____
- [ ] _____

One thing to FINISH:

_____

_____

One thing to START:

_____

_____

One thing to STOP or let go of:

_____

_____

Key appointments & events to remember:

Date	Event

Month Bills & Money Dates - Month 2

Every fixed payment for this month - check each one off as it is paid

Bill / payment	Due date	Amount	Paid

Total going out this month: _____

Money coming in this month: _____

Money notes (renewals, price changes, things to question):

_____

_____

_____

Month Notes - Month 2

Ideas, lists and loose ends for this month

Monthly Calendar - Month 3

Write the month name and dates in the boxes

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Focus of the month: _____

One word for this month: _____

Month Focus & Priorities - Month 3

My top 3 priorities this month:

- [ ] _____
- [ ] _____
- [ ] _____

One thing to FINISH:

_____

_____

One thing to START:

_____

_____

One thing to STOP or let go of:

_____

_____

Key appointments & events to remember:

Date	Event

Month Bills & Money Dates - Month 3

Every fixed payment for this month - check each one off as it is paid

Bill / payment	Due date	Amount	Paid

Total going out this month: _____

Money coming in this month: _____

Money notes (renewals, price changes, things to question):

_____

_____

_____

Month Notes - Month 3

Ideas, lists and loose ends for this month

Weekly Plan - Week 1

Week of: _____ One week, one page - keep it light

Top 3 this week:

- ☐ _____
- ☐ _____
- ☐ _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY

FRIDAY	SATURDAY	SUNDAY	CARRY OVER

One thing to finish this week: _____

Weekly Reset Checklist - Week 1

Thirty quiet minutes that make Monday easier

- [ ] Clear one surface completely (desk, counter or table)
- [ ] Empty the inbox / downloads / bag dump spot
- [ ] Look at next week's calendar - anything to prepare?
- [ ] Check which bills are due next week
- [ ] Plan next week's meals (use the meal plan pages)
- [ ] Write next week's grocery list
- [ ] Laundry: wash, fold, put away
- [ ] Take out trash & recycling
- [ ] Water the plants / feed the pets plan
- [ ] Charge devices, clear the car, restock basics
- [ ] File or shred the week's loose papers
- [ ] Pick tomorrow's top 3 and lay out what you need

What went well this week:

One fix for next week:

Weekly Plan - Week 2

Week of: _____ One week, one page - keep it light

Top 3 this week:

- ☐ _____
- ☐ _____
- ☐ _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY

FRIDAY	SATURDAY	SUNDAY	CARRY OVER

One thing to finish this week: _____

Weekly Reset Checklist - Week 2

Thirty quiet minutes that make Monday easier

- [ ] Clear one surface completely (desk, counter or table)
- [ ] Empty the inbox / downloads / bag dump spot
- [ ] Look at next week's calendar - anything to prepare?
- [ ] Check which bills are due next week
- [ ] Plan next week's meals (use the meal plan pages)
- [ ] Write next week's grocery list
- [ ] Laundry: wash, fold, put away
- [ ] Take out trash & recycling
- [ ] Water the plants / feed the pets plan
- [ ] Charge devices, clear the car, restock basics
- [ ] File or shred the week's loose papers
- [ ] Pick tomorrow's top 3 and lay out what you need

What went well this week:

One fix for next week:

Weekly Plan - Week 3

Week of: _____ One week, one page - keep it light

Top 3 this week:

- ☐ _____
- ☐ _____
- ☐ _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY

FRIDAY	SATURDAY	SUNDAY	CARRY OVER

One thing to finish this week: _____

Weekly Reset Checklist - Week 3

Thirty quiet minutes that make Monday easier

- [ ] Clear one surface completely (desk, counter or table)
- [ ] Empty the inbox / downloads / bag dump spot
- [ ] Look at next week's calendar - anything to prepare?
- [ ] Check which bills are due next week
- [ ] Plan next week's meals (use the meal plan pages)
- [ ] Write next week's grocery list
- [ ] Laundry: wash, fold, put away
- [ ] Take out trash & recycling
- [ ] Water the plants / feed the pets plan
- [ ] Charge devices, clear the car, restock basics
- [ ] File or shred the week's loose papers
- [ ] Pick tomorrow's top 3 and lay out what you need

What went well this week:

One fix for next week:

Weekly Plan - Week 4

Week of: _____ One week, one page - keep it light

Top 3 this week:

- ☐ _____
- ☐ _____
- ☐ _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY

FRIDAY	SATURDAY	SUNDAY	CARRY OVER

One thing to finish this week: _____

Weekly Reset Checklist - Week 4

Thirty quiet minutes that make Monday easier

- [ ] Clear one surface completely (desk, counter or table)
- [ ] Empty the inbox / downloads / bag dump spot
- [ ] Look at next week's calendar - anything to prepare?
- [ ] Check which bills are due next week
- [ ] Plan next week's meals (use the meal plan pages)
- [ ] Write next week's grocery list
- [ ] Laundry: wash, fold, put away
- [ ] Take out trash & recycling
- [ ] Water the plants / feed the pets plan
- [ ] Charge devices, clear the car, restock basics
- [ ] File or shred the week's loose papers
- [ ] Pick tomorrow's top 3 and lay out what you need

What went well this week:

One fix for next week:

Weekly Plan - Week 5

Week of: _____ One week, one page - keep it light

Top 3 this week:

- ☐ _____
- ☐ _____
- ☐ _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY

FRIDAY	SATURDAY	SUNDAY	CARRY OVER

One thing to finish this week: _____

Weekly Reset Checklist - Week 5

Thirty quiet minutes that make Monday easier

- [ ] Clear one surface completely (desk, counter or table)
- [ ] Empty the inbox / downloads / bag dump spot
- [ ] Look at next week's calendar - anything to prepare?
- [ ] Check which bills are due next week
- [ ] Plan next week's meals (use the meal plan pages)
- [ ] Write next week's grocery list
- [ ] Laundry: wash, fold, put away
- [ ] Take out trash & recycling
- [ ] Water the plants / feed the pets plan
- [ ] Charge devices, clear the car, restock basics
- [ ] File or shred the week's loose papers
- [ ] Pick tomorrow's top 3 and lay out what you need

What went well this week:

One fix for next week:

Weekly Plan - Week 6

Week of: _____ One week, one page - keep it light

Top 3 this week:

- ☐ _____
- ☐ _____
- ☐ _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY

FRIDAY	SATURDAY	SUNDAY	CARRY OVER

One thing to finish this week: _____

Weekly Reset Checklist - Week 6

Thirty quiet minutes that make Monday easier

- [ ] Clear one surface completely (desk, counter or table)
- [ ] Empty the inbox / downloads / bag dump spot
- [ ] Look at next week's calendar - anything to prepare?
- [ ] Check which bills are due next week
- [ ] Plan next week's meals (use the meal plan pages)
- [ ] Write next week's grocery list
- [ ] Laundry: wash, fold, put away
- [ ] Take out trash & recycling
- [ ] Water the plants / feed the pets plan
- [ ] Charge devices, clear the car, restock basics
- [ ] File or shred the week's loose papers
- [ ] Pick tomorrow's top 3 and lay out what you need

What went well this week:

One fix for next week:

Weekly Plan - Week 7

Week of: _____ One week, one page - keep it light

Top 3 this week:

- ☐ _____
- ☐ _____
- ☐ _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY

FRIDAY	SATURDAY	SUNDAY	CARRY OVER

One thing to finish this week: _____

Weekly Reset Checklist - Week 7

Thirty quiet minutes that make Monday easier

- [ ] Clear one surface completely (desk, counter or table)
- [ ] Empty the inbox / downloads / bag dump spot
- [ ] Look at next week's calendar - anything to prepare?
- [ ] Check which bills are due next week
- [ ] Plan next week's meals (use the meal plan pages)
- [ ] Write next week's grocery list
- [ ] Laundry: wash, fold, put away
- [ ] Take out trash & recycling
- [ ] Water the plants / feed the pets plan
- [ ] Charge devices, clear the car, restock basics
- [ ] File or shred the week's loose papers
- [ ] Pick tomorrow's top 3 and lay out what you need

What went well this week:

One fix for next week:

Weekly Plan - Week 8

Week of: _____ One week, one page - keep it light

Top 3 this week:

- ☐ _____
- ☐ _____
- ☐ _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY

FRIDAY	SATURDAY	SUNDAY	CARRY OVER

One thing to finish this week: _____

Weekly Reset Checklist - Week 8

Thirty quiet minutes that make Monday easier

- [ ] Clear one surface completely (desk, counter or table)
- [ ] Empty the inbox / downloads / bag dump spot
- [ ] Look at next week's calendar - anything to prepare?
- [ ] Check which bills are due next week
- [ ] Plan next week's meals (use the meal plan pages)
- [ ] Write next week's grocery list
- [ ] Laundry: wash, fold, put away
- [ ] Take out trash & recycling
- [ ] Water the plants / feed the pets plan
- [ ] Charge devices, clear the car, restock basics
- [ ] File or shred the week's loose papers
- [ ] Pick tomorrow's top 3 and lay out what you need

What went well this week:

One fix for next week:

Weekly Plan - Week 9

Week of: _____ One week, one page - keep it light

Top 3 this week:

- ☐ _____
- ☐ _____
- ☐ _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY

FRIDAY	SATURDAY	SUNDAY	CARRY OVER

One thing to finish this week: _____

Weekly Reset Checklist - Week 9

Thirty quiet minutes that make Monday easier

- [ ] Clear one surface completely (desk, counter or table)
- [ ] Empty the inbox / downloads / bag dump spot
- [ ] Look at next week's calendar - anything to prepare?
- [ ] Check which bills are due next week
- [ ] Plan next week's meals (use the meal plan pages)
- [ ] Write next week's grocery list
- [ ] Laundry: wash, fold, put away
- [ ] Take out trash & recycling
- [ ] Water the plants / feed the pets plan
- [ ] Charge devices, clear the car, restock basics
- [ ] File or shred the week's loose papers
- [ ] Pick tomorrow's top 3 and lay out what you need

What went well this week:

One fix for next week:

Weekly Plan - Week 10

Week of: _____ One week, one page - keep it light

Top 3 this week:

- ☐ _____
- ☐ _____
- ☐ _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY

FRIDAY	SATURDAY	SUNDAY	CARRY OVER

One thing to finish this week: _____

Weekly Reset Checklist - Week 10

Thirty quiet minutes that make Monday easier

- [ ] Clear one surface completely (desk, counter or table)
- [ ] Empty the inbox / downloads / bag dump spot
- [ ] Look at next week's calendar - anything to prepare?
- [ ] Check which bills are due next week
- [ ] Plan next week's meals (use the meal plan pages)
- [ ] Write next week's grocery list
- [ ] Laundry: wash, fold, put away
- [ ] Take out trash & recycling
- [ ] Water the plants / feed the pets plan
- [ ] Charge devices, clear the car, restock basics
- [ ] File or shred the week's loose papers
- [ ] Pick tomorrow's top 3 and lay out what you need

What went well this week:

One fix for next week:

Weekly Plan - Week 11

Week of: _____ One week, one page - keep it light

Top 3 this week:

- ☐ _____
- ☐ _____
- ☐ _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY

FRIDAY	SATURDAY	SUNDAY	CARRY OVER

One thing to finish this week: _____

Weekly Reset Checklist - Week 11

Thirty quiet minutes that make Monday easier

- [ ] Clear one surface completely (desk, counter or table)
- [ ] Empty the inbox / downloads / bag dump spot
- [ ] Look at next week's calendar - anything to prepare?
- [ ] Check which bills are due next week
- [ ] Plan next week's meals (use the meal plan pages)
- [ ] Write next week's grocery list
- [ ] Laundry: wash, fold, put away
- [ ] Take out trash & recycling
- [ ] Water the plants / feed the pets plan
- [ ] Charge devices, clear the car, restock basics
- [ ] File or shred the week's loose papers
- [ ] Pick tomorrow's top 3 and lay out what you need

What went well this week:

One fix for next week:

Weekly Plan - Week 12

Week of: _____ One week, one page - keep it light

Top 3 this week:

- ☐ _____
- ☐ _____
- ☐ _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY

FRIDAY	SATURDAY	SUNDAY	CARRY OVER

One thing to finish this week: _____

Weekly Reset Checklist - Week 12

Thirty quiet minutes that make Monday easier

- [ ] Clear one surface completely (desk, counter or table)
- [ ] Empty the inbox / downloads / bag dump spot
- [ ] Look at next week's calendar - anything to prepare?
- [ ] Check which bills are due next week
- [ ] Plan next week's meals (use the meal plan pages)
- [ ] Write next week's grocery list
- [ ] Laundry: wash, fold, put away
- [ ] Take out trash & recycling
- [ ] Water the plants / feed the pets plan
- [ ] Charge devices, clear the car, restock basics
- [ ] File or shred the week's loose papers
- [ ] Pick tomorrow's top 3 and lay out what you need

What went well this week:

One fix for next week:

Weekly Plan - Week 13

Week of: _____ One week, one page - keep it light

Top 3 this week:

- ☐ _____
- ☐ _____
- ☐ _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY

FRIDAY	SATURDAY	SUNDAY	CARRY OVER

One thing to finish this week: _____

Weekly Reset Checklist - Week 13

Thirty quiet minutes that make Monday easier

- [ ] Clear one surface completely (desk, counter or table)
- [ ] Empty the inbox / downloads / bag dump spot
- [ ] Look at next week's calendar - anything to prepare?
- [ ] Check which bills are due next week
- [ ] Plan next week's meals (use the meal plan pages)
- [ ] Write next week's grocery list
- [ ] Laundry: wash, fold, put away
- [ ] Take out trash & recycling
- [ ] Water the plants / feed the pets plan
- [ ] Charge devices, clear the car, restock basics
- [ ] File or shred the week's loose papers
- [ ] Pick tomorrow's top 3 and lay out what you need

What went well this week:

One fix for next week:

Daily Focus

Date: _____ Day: _____ One day, one page

Today's Top 3:

- ☐ _____
- ☐ _____
- ☐ _____

Time blocks:

Time	Plan / appointment
6 AM	
7 AM	
8 AM	
9 AM	
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	
8 PM	
9 PM	

Mood (1-5)

1 2 3 4 5

Energy (1-5)

1 2 3 4 5

Water - tick a glass

○ ○ ○ ○

○ ○ ○ ○

Brain-dump strip

_____

_____

_____

_____

_____

☐ Moved my body

☐ Screens off by ___

One good thing about today:

_____

Tomorrow - one note to my future self:

_____

Daily Focus

Date: _____ Day: _____ One day, one page

Today's Top 3:

- [ ] _____
- [ ] _____
- [ ] _____

Time blocks:

Time	Plan / appointment
6 AM	
7 AM	
8 AM	
9 AM	
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	
8 PM	
9 PM	

Mood (1-5)

1 2 3 4 5

Energy (1-5)

1 2 3 4 5

Water - tick a glass

○ ○ ○ ○
○ ○ ○ ○

Brain-dump strip

_____

_____

_____

_____

_____

- [ ] Moved my body
- [ ] Screens off by ___

One good thing about today:

_____

Tomorrow - one note to my future self:

_____

Daily Focus

Date: _____ Day: _____ One day, one page

Today's Top 3:

- [ ] _____
- [ ] _____
- [ ] _____

Time blocks:

Time	Plan / appointment
6 AM	
7 AM	
8 AM	
9 AM	
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	
8 PM	
9 PM	

Mood (1-5)

1 2 3 4 5

Energy (1-5)

1 2 3 4 5

Water - tick a glass

○ ○ ○ ○
○ ○ ○ ○

Brain-dump strip

_____

_____

_____

_____

_____

- [ ] Moved my body
- [ ] Screens off by ___

One good thing about today:

_____

Tomorrow - one note to my future self:

_____

Daily Focus

Date: _____ Day: _____ One day, one page

Today's Top 3:

- ☐ _____
- ☐ _____
- ☐ _____

Time blocks:

Time	Plan / appointment
6 AM	
7 AM	
8 AM	
9 AM	
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	
8 PM	
9 PM	

Mood (1-5)

1 2 3 4 5

Energy (1-5)

1 2 3 4 5

Water - tick a glass

○ ○ ○ ○

○ ○ ○ ○

Brain-dump strip

_____

_____

_____

_____

_____

☐ Moved my body

☐ Screens off by ___

One good thing about today:

_____

Tomorrow - one note to my future self:

_____

Daily Focus

Date: _____ Day: _____ One day, one page

Today's Top 3:

- [ ] _____
- [ ] _____
- [ ] _____

Time blocks:

Time	Plan / appointment
6 AM	
7 AM	
8 AM	
9 AM	
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	
8 PM	
9 PM	

Mood (1-5)

1 2 3 4 5

Energy (1-5)

1 2 3 4 5

Water - tick a glass

○ ○ ○ ○
○ ○ ○ ○

Brain-dump strip

_____

_____

_____

_____

_____

- [ ] Moved my body
- [ ] Screens off by ___

One good thing about today:

_____

Tomorrow - one note to my future self:

_____

Daily Focus

Date: _____ Day: _____ One day, one page

Today's Top 3:

- ☐ _____
- ☐ _____
- ☐ _____

Time blocks:

Time	Plan / appointment
6 AM	
7 AM	
8 AM	
9 AM	
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	
8 PM	
9 PM	

Mood (1-5)

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Brain Dump & Capture

Everything on your mind - out of your head, onto paper

Brain Dump & Capture

Ideas - good, bad and half-formed

Brain Dump & Capture

Things to buy, order or replace

Brain Dump & Capture

People to contact, reply to or thank

Brain Dump & Capture

Someday / maybe - no pressure, just parked

Brain Dump & Capture

Loose ends - the small stuff that nags

Brain Dump & Capture

Questions to look up later

Brain Dump & Capture

Worries - park them here and close the book

Bills & Subscriptions Tracker

Sheet 1 of 3 - every recurring payment in one place, so nothing surprises you

Bill / subscription	Amount	Due / renews	Method	On?

Subscriptions I could cancel or pause:

Bills & Subscriptions Tracker

Sheet 2 of 3 - every recurring payment in one place, so nothing surprises you

Bill / subscription	Amount	Due / renews	Method	On?

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Sheet 3 of 3 - every recurring payment in one place, so nothing surprises you

Bill / subscription	Amount	Due / renews	Method	On?

Subscriptions I could cancel or pause:

Appointments Log

Sheet 1 of 2 - bookings, visits and calls, all in one list

Date	Time	Who / where	Reason	Done

Appointments Log

Sheet 2 of 2 - bookings, visits and calls, all in one list

Date	Time	Who / where	Reason	Done

Important Dates

Sheet 1 of 2 - birthdays, anniversaries and yearly dates worth remembering

Date	Occasion / person	Card or gift?	Notes

Important Dates

Sheet 2 of 2 - birthdays, anniversaries and yearly dates worth remembering

Date	Occasion / person	Card or gift?	Notes

Home Maintenance Schedule

Sheet 1 of 2 - filters, batteries, checks and seasonal jobs

Task	How often	Last done	Next due

Seasonal jobs to add (gutters, heating, AC, smoke alarms...):

Home Maintenance Schedule

Sheet 2 of 2 - filters, batteries, checks and seasonal jobs

Task	How often	Last done	Next due

Seasonal jobs to add (gutters, heating, AC, smoke alarms...):

Cleaning Routine by Zone

Week sheet 1 of 2 - tick each zone as it gets its quick clean

Zone	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Kitchen							
Bathroom(s)							
Living areas							
Bedrooms							
Entry, hall & laundry							

This week's focus zone (the deeper clean):

Supplies running low:

Cleaning Routine by Zone

Week sheet 2 of 2 - tick each zone as it gets its quick clean

Zone	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Kitchen							
Bathroom(s)							
Living areas							
Bedrooms							
Entry, hall & laundry							

This week's focus zone (the deeper clean):

Supplies running low:

Cleaning Routine by Zone

Zone task lists - the small jobs that count as 'done' for each zone

KITCHEN

- [ ] Wipe counters & stove top
- [ ] Empty & clean the fridge shelf by shelf
- [ ] Mop the floor
- [ ] Descale the kettle / coffee maker

BATHROOM(S)

- [ ] Scrub sink, mirror & taps
- [ ] Clean toilet inside & out
- [ ] Wash towels & bath mat
- [ ] Mop the floor

LIVING AREAS

- [ ] Dust surfaces & screens
- [ ] Vacuum / sweep floors
- [ ] Clear the 'landing strip' clutter spot
- [ ] Wash cushion covers (monthly)

BEDROOMS

- [ ] Change the bedding
- [ ] Vacuum / sweep floors
- [ ] Clear nightstand & chair piles
- [ ] Quick wardrobe tidy

ENTRY, HALL & LAUNDRY

- [ ] Sort shoes, coats & bags
- [ ] Wipe the door handles & switches
- [ ] One laundry load, start to finish
- [ ] Empty the hallway junk bowl

Monthly Budget

Budget sheet 1 of 4 - Month: _____ Plan it, then check it against reality

Money in (total): _____ **Savings target:** _____

Category	Planned	Actual	Difference
Housing			
Utilities			
Groceries			
Transport			
Insurance			
Subscriptions			
Health			
Fun & eating out			
Clothing			
Kids / family			
Gifts			
Other			

Left over at month end: _____

One money move for next month:

Monthly Budget

Budget sheet 2 of 4 - Month: _____ Plan it, then check it against reality

Money in (total): _____ **Savings target:** _____

Category	Planned	Actual	Difference
Housing			
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Groceries			
Transport			
Insurance			
Subscriptions			
Health			
Fun & eating out			
Clothing			
Kids / family			
Gifts			
Other			

Left over at month end: _____

One money move for next month:

Monthly Budget

Budget sheet 3 of 4 - Month: _____ Plan it, then check it against reality

Money in (total): _____ **Savings target:** _____

Category	Planned	Actual	Difference
Housing			
Utilities			
Groceries			
Transport			
Insurance			
Subscriptions			
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Fun & eating out			
Clothing			
Kids / family			
Gifts			
Other			

Left over at month end: _____

One money move for next month:

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Monthly Budget

Budget sheet 4 of 4 - Month: _____ Plan it, then check it against reality

Money in (total): _____ **Savings target:** _____

Category	Planned	Actual	Difference
Housing			
Utilities			
Groceries			
Transport			
Insurance			
Subscriptions			
Health			
Fun & eating out			
Clothing			
Kids / family			
Gifts			
Other			

Left over at month end: _____

One money move for next month:

Debt Payoff Tracker

Sheet 1 of 2 - list every debt once, then watch the total fall

Debt	Balance	Rate %	Min. payment	Extra	Gone?

Total debt right now: _____

Total I pay each month: _____

My payoff order (smallest first, or highest rate first - my choice):

☐ _____

☐ _____

☐ _____

☐ _____

Balance check-ins (date + new total - watch it shrink):

_____

_____

_____

Debt Payoff Tracker

Sheet 2 of 2 - list every debt once, then watch the total fall

Debt	Balance	Rate %	Min. payment	Extra	Gone?

Total debt right now: _____

Total I pay each month: _____

My payoff order (smallest first, or highest rate first - my choice):

☐ _____

☐ _____

☐ _____

☐ _____

Balance check-ins (date + new total - watch it shrink):

_____

_____

_____

Savings Goals

Sheet 1 of 2 - one page, three goals, steady little steps

SAVINGS GOAL 1

Saving for: _____ **Target amount:** _____

By when: _____ **Each month I add:** _____

Shade one box per 10% saved: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

SAVINGS GOAL 2

Saving for: _____ **Target amount:** _____

By when: _____ **Each month I add:** _____

Shade one box per 10% saved: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

SAVINGS GOAL 3

Saving for: _____ **Target amount:** _____

By when: _____ **Each month I add:** _____

Shade one box per 10% saved: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Savings Goals

Sheet 2 of 2 - one page, three goals, steady little steps

SAVINGS GOAL 1

Saving for: _____ **Target amount:** _____

By when: _____ **Each month I add:** _____

Shade one box per 10% saved: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

SAVINGS GOAL 2

Saving for: _____ **Target amount:** _____

By when: _____ **Each month I add:** _____

Shade one box per 10% saved: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

SAVINGS GOAL 3

Saving for: _____ **Target amount:** _____

By when: _____ **Each month I add:** _____

Shade one box per 10% saved: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Weekly Meal Plan

Plan sheet 1 of 4 - Week of: _____ Decide once, shop once, relax all week

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Breakfast							
Lunch							
Dinner							
Snacks							

Prep ahead (batch cooking, defrosting, slow-cooker days):

Use up first (fridge & freezer): _____

Weekly Meal Plan

Plan sheet 2 of 4 - Week of: _____ Decide once, shop once, relax all week

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Breakfast							
Lunch							
Dinner							
Snacks							

Prep ahead (batch cooking, defrosting, slow-cooker days):

Use up first (fridge & freezer): _____

Weekly Meal Plan

Plan sheet 3 of 4 - Week of: _____ Decide once, shop once, relax all week

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Breakfast							
Lunch							
Dinner							
Snacks							

Prep ahead (batch cooking, defrosting, slow-cooker days):

Use up first (fridge & freezer): _____

Weekly Meal Plan

Plan sheet 4 of 4 - Week of: _____ Decide once, shop once, relax all week

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Breakfast							
Lunch							
Dinner							
Snacks							

Prep ahead (batch cooking, defrosting, slow-cooker days):

Use up first (fridge & freezer): _____

Grocery Master List

List 1 of 2 - tick what you need, take the list to the store

PRODUCE

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

DAIRY & EGGS

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

MEAT & PROTEIN

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

PANTRY & DRY GOODS

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

FROZEN

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

HOUSEHOLD & OTHER

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Do not forget (the one-off items):

_____

_____

_____

Grocery Master List

List 2 of 2 - tick what you need, take the list to the store

PRODUCE

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

DAIRY & EGGS

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

MEAT & PROTEIN

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

PANTRY & DRY GOODS

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

FROZEN

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

HOUSEHOLD & OTHER

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Do not forget (the one-off items):

_____

_____

_____

Habit Tracker

Tracker 1 of 4 - Month: _____ One tick per day - small and daily beats big and rare

Habit	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

The habit I am proudest of this month - and my reward:

Habit Tracker

Tracker 2 of 4 - Month: _____ One tick per day - small and daily beats big and rare

Habit	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

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The habit I am proudest of this month - and my reward:

Habit Tracker

Tracker 4 of 4 - Month: _____ One tick per day - small and daily beats big and rare

Habit	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

The habit I am proudest of this month - and my reward:

Mood & Energy Tracker

Sheet 1 of 2 - one line a day; patterns show up within a few weeks

Date	Mood (1-5)	Energy (1-5)	Sleep (hrs)	One-line note

Mood & Energy Tracker

Sheet 2 of 2 - one line a day; patterns show up within a few weeks

Date	Mood (1-5)	Energy (1-5)	Sleep (hrs)	One-line note

Sleep Log

Sheet 1 of 2 - what time you actually slept, not what you planned

Date	In bed	Up at	Hours	Quality 1-5	Notes

Sleep Log

Sheet 2 of 2 - what time you actually slept, not what you planned

Date	In bed	Up at	Hours	Quality 1-5	Notes

Weekly Review

Review sheet 1 of 2 - Week of: _____ Ten honest minutes, then close the week

Three wins - however small:

- ☐ _____
- ☐ _____
- ☐ _____

What was hard - and what it taught me:

_____

_____

_____

Things I am letting go of (not carrying into next week):

_____

_____

_____

Next week's single most important thing:

_____

_____

Weekly Review

Review sheet 2 of 2 - Week of: _____ Ten honest minutes, then close the week

Three wins - however small:

- ☐ _____
- ☐ _____
- ☐ _____

What was hard - and what it taught me:

_____

_____

_____

Things I am letting go of (not carrying into next week):

_____

_____

_____

Next week's single most important thing:

_____

_____

Monthly Review

Review sheet 1 of 3 - Month: _____ Look back before you plan forward

Progress on my 90-day goals:

Money in: _____ Money out: _____

Saved this month: _____ Debt change: _____

Home & admin - what got sorted, what is still hanging:

KEEP doing: _____

STOP doing: _____

START doing: _____

Best moment of the month:

Monthly Review

Review sheet 2 of 3 - Month: _____ Look back before you plan forward

Progress on my 90-day goals:

Money in: _____ Money out: _____

Saved this month: _____ Debt change: _____

Home & admin - what got sorted, what is still hanging:

KEEP doing: _____

STOP doing: _____

START doing: _____

Best moment of the month:

Monthly Review

Review sheet 3 of 3 - Month: _____ Look back before you plan forward

Progress on my 90-day goals:

Money in: _____ Money out: _____

Saved this month: _____ Debt change: _____

Home & admin - what got sorted, what is still hanging:

KEEP doing: _____

STOP doing: _____

START doing: _____

Best moment of the month:

90-Day Review

Day 90 - look how far the paper trail says you have come

My three goals - and where each one landed:

Goal	Result	Score it (1-10)

Wins I am proudest of:

What 'sorted' looks like for me now, compared with day 1:

Seeds for the next 90 days (print a fresh set and go again):

Notes

Notes

Notes

Notes

Notes

Notes

Thank You - More From Marcus Vale

Finished this 90 days? Print a fresh set - or try another pack

Cold Case Detective Studio

50 print-and-play case files to solve - the studio bestseller.

Homeschool Planner & Record Keeper

122 undated pages: planning, attendance, grades, logs.

Large Print Puzzle Book for Seniors

Big, gentle print - crosswords, sudoku and word games.

The Print Vault (bundle)

Five full printable packs in one bundle - the best value in the shop.

Kids Activity Book, Ages 6-10

Mazes, word searches and puzzle fun for kids.

Calm Mind Workbook Pack

Quiet pages for slower evenings and clearer heads.

Golden Years Word Search

Large-print word searches with a nostalgic twist.

Get $5 off any pack with code LAUNCH25

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