the

SEAMLESS PLANNER

AN UNDATED DAILY JOURNEY *to*
WORKPLACE WELLBEING

the

SEAMLESS PLANNER

BELONGS TO:

First & Last Name

HOW TO USE THIS PLANNER

WEEKLY REFLECTION

Each week, reflect on the week prior and assess each category for what is going WELL and what needs IMPROVEMENT. You can pull from your notes from the planner and other events from the week. From there, pick one area you'd like to address throughout the week—this is your weekly area of focus. This could be setting a better boundary, it could be having a tough conversation, or creating a new habit.

DAILY PLAN

Streak: Keep track of how many days in a row you've used your planner.

Mood: Log your mood each morning prior to opening the day.

Today's Date

S M T W T F S / / STREAK: MOOD:

YESTERDAY'S WIN

Yesterday's Win: Document any wins (big or small) from the day before.

TODAY'S PRIORITIES

01

02

03

VALUE of FOCUS:

BOUNDARY of FOCUS:

Value of Focus: Review your schedule and priorities. Use this to determine which value you'd like to embody MOST today in order to achieve your tasks. Keeping this value in mind and using it to make decisions throughout your day will help keep you in alignment. *(List of values on next page)*

Priority Tasks: Pull your top priorities for work and personal (most urgent and important).

TODAY'S SCHEDULE

WORK TO-DOS

Schedule: Write down your schedule for the day.

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8:00

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12 PM

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PERSONAL TO-DOS

Work and Personal To-dos: Write down your list of tasks for each.

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Boundary of Focus: Review your schedule and priorities to determine where you anticipate needing a boundary for the day. This could include boundaries around time, schedule, tasks, finances, emotions, relationships, etc. *(List of boundaries on next page)*

DAILY PLANNING

Use the notes below as a guide to completing the daily plan and begin tracking your days with ease. Each day as you decide on a value and boundary of focus—your weekly area of focus will be addressed by embodying your chosen values and implementing your boundaries each day.

DAILY PLAN

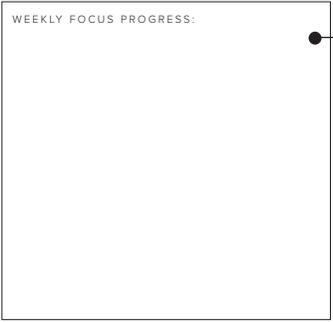Notes: Use this side as a notebook to keep track of anything from work to personal.
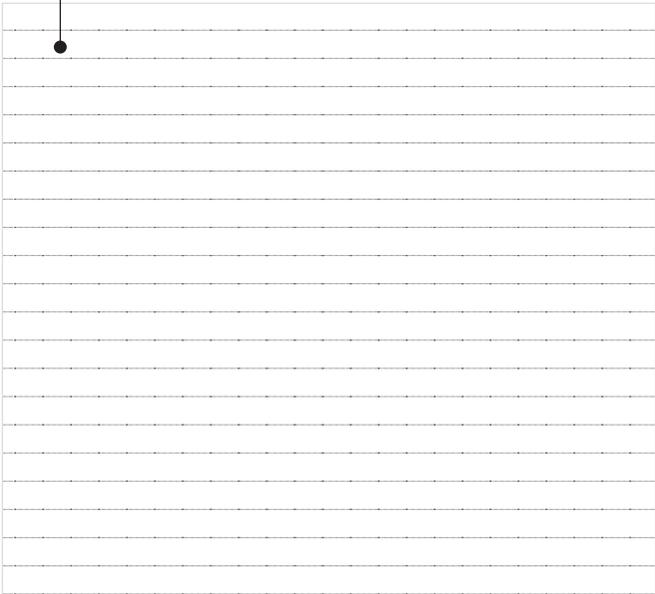
GRATITUDES
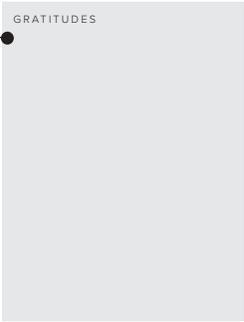
Gratitude: Reflect on what you are grateful for as you close the day.

WEEKLY FOCUS PROGRESS:

Reflect on what you decided as your area of focus for the week. Are things improving?

VALUES

Research shows that value alignment in life (and with your employer) contributes to job satisfaction and wellbeing at work. It's also a protective factor against burnout! Without defining your values and prioritizing actions that align with them, it allows for misalignments to take over—which is when burnout sets in. When you are doing things daily that are in accordance with your values it allows you to achieve your goals sustainably.

The best method for defining your values is reflection. A few helpful questions to get you started:
- What lights me up at work?
- What do I care about that others may not?
- What are themes with my previous roles?
- When I think of my long-term career goals, what comes to mind?
- Where do my personal values overlap with the workplace?

APPRECIATION	FAIR	POWER
AUTONOMY	FAMILY	PROFESSIONALISM
CHANGE	FEEDBACK	RESPECT
CLEAR OUTCOMES	FEELING VALUED	RISK
COLLABORATION	FLEXIBILITY	ROOM FOR GROWTH
COMMUNITY	FREEDOM	STABILITY
COMPETENCE	GENEROSITY	STRUCTURE
COMPENSATION	HONESTY	SUCCESS
COURAGE	IMPACT	SUPPORTIVE COWORKERS
CREATIVITY	INNOVATION	SUPPORTIVE LEADERSHIP
DEDICATION	INTEGRITY	SUSTAINABILITY
DISRUPTION	INTELLIGENCE	TRANSPARENCY
EFFECTIVENESS	JOY/PLAY	TRUST
EFFICIENCY	LOYALTY	WISDOM
ETHICAL TREATMENT	PATIENCE	WORK/LIFE BALANCE

MY VALUES:

BOUNDARIES

Boundaries you hold are a reflection of your values. Boundaries come in many forms, both tangible and intangible. They extend beyond what we think of "I'm stopping work at 5pm" and require PERMISSION, from yourself and from others to cross. When boundaries are enforced in your personal life and at work, they assist you in decision making that aligns with your values.

Below are a few common considerations for boundaries in different areas of your life:

TIME:
- When you start and leave work
- How long you spend in meetings
- How long you spend on projects
- Hours spent scrolling/on electronics
- How much time is dedicated to self vs others

FINANCIAL:
- How much money you spend
- How much money you save
- Sticking to your desired budget
- Where you allocate resources

RELATIONSHIPS:
- Interactions and expectations with coworkers
- Interactions and expectations with friends and family members
- Interactions and expectations with others outside of your core people
- Intimate relationships

EMOTIONAL:
- Taking on the emotions of coworkers/clients
- Taking on the emotions of friends and family
- Not discussing personal information at work (unless welcomed)
- Not focusing work with friends and family (unless welcomed)
- Knowing when to rest—productivity isn't hours spent
- Not assuming what is not known

PHYSICAL SPACE:
- Taking a lunch break
- Asking for designated project time (not in meetings)
- Having a door shut to limit distractions
- Sitting away from others if needed
- Physical touch of others

MY BOUNDARIES:

NOTES:

MONTHLY OVERVIEW

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NOTES:

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NOTES:

WEEKLY WELLBEING
reflections

	GOING WELL	NEEDS WORK
me		
my role		
my work environment		

FOCUS *of* THE WEEK:

NOTES:

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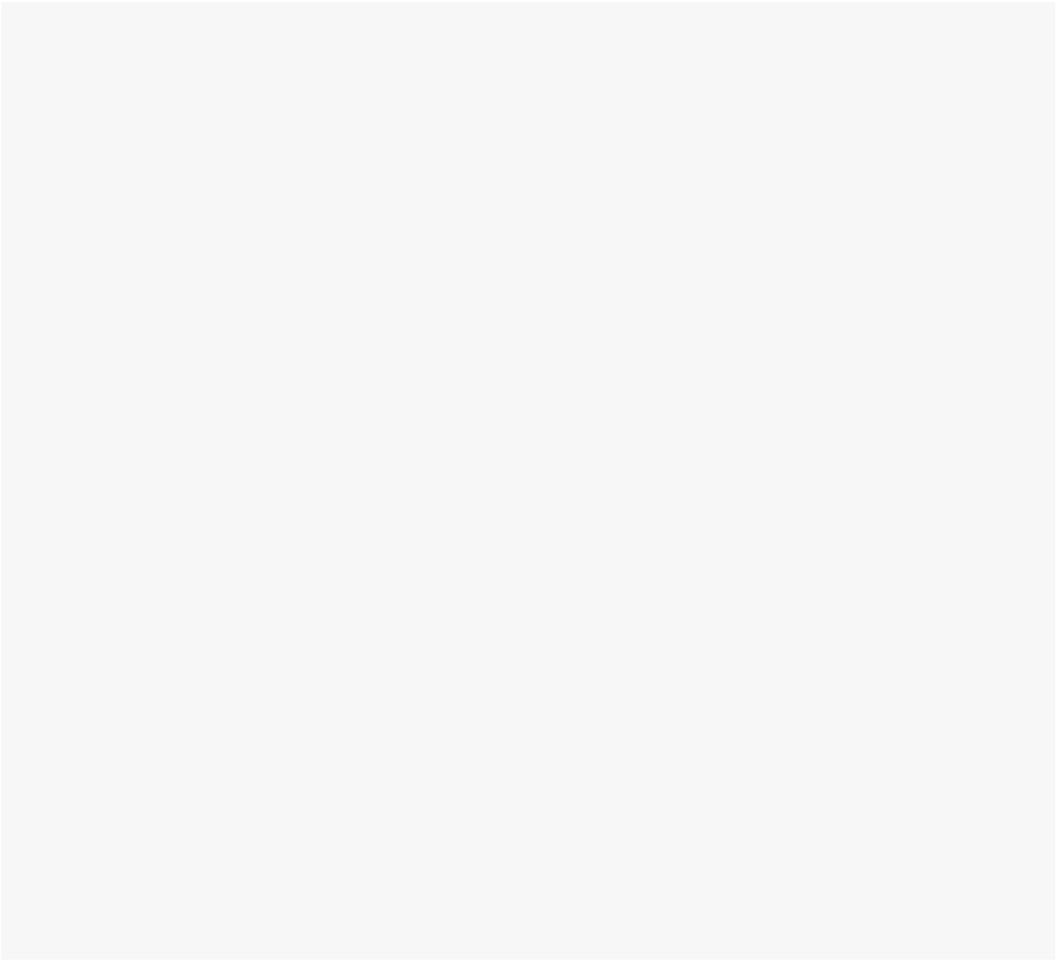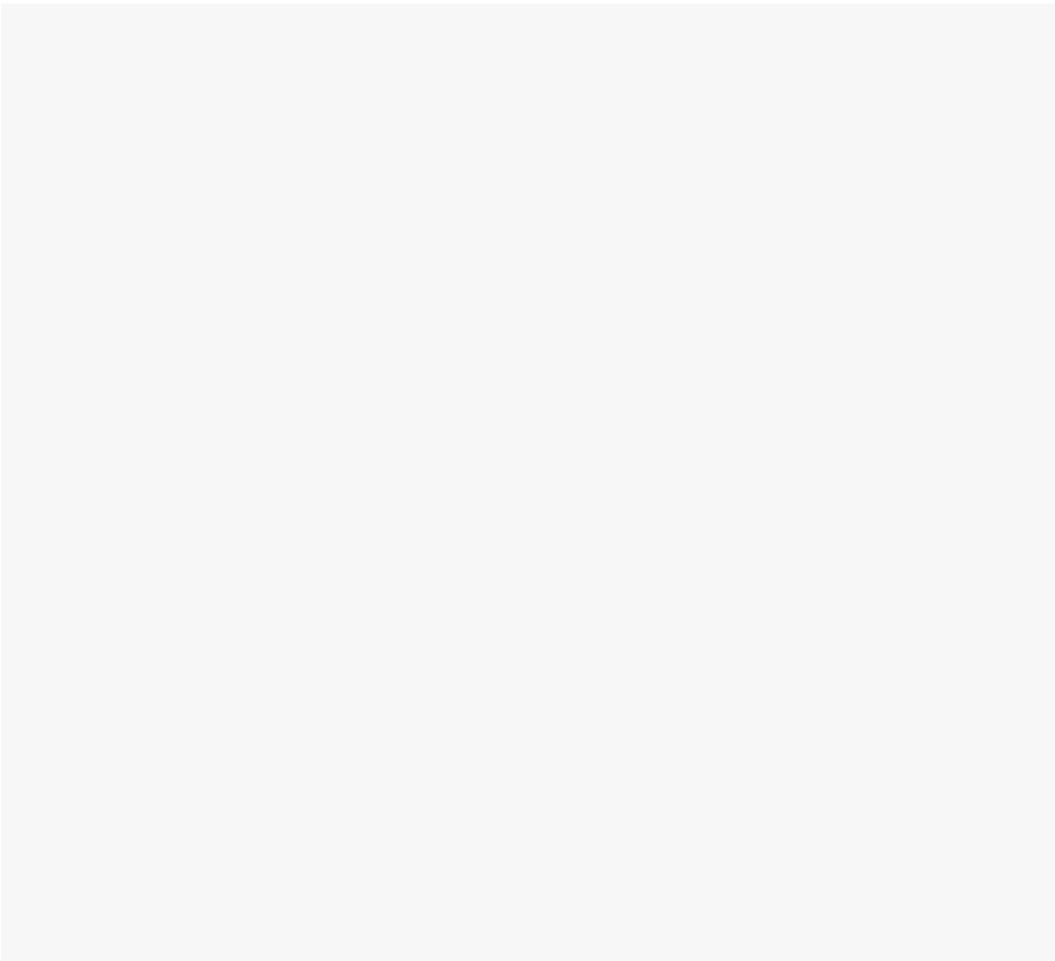
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PERSONAL TO-DOS

GRATITUDES

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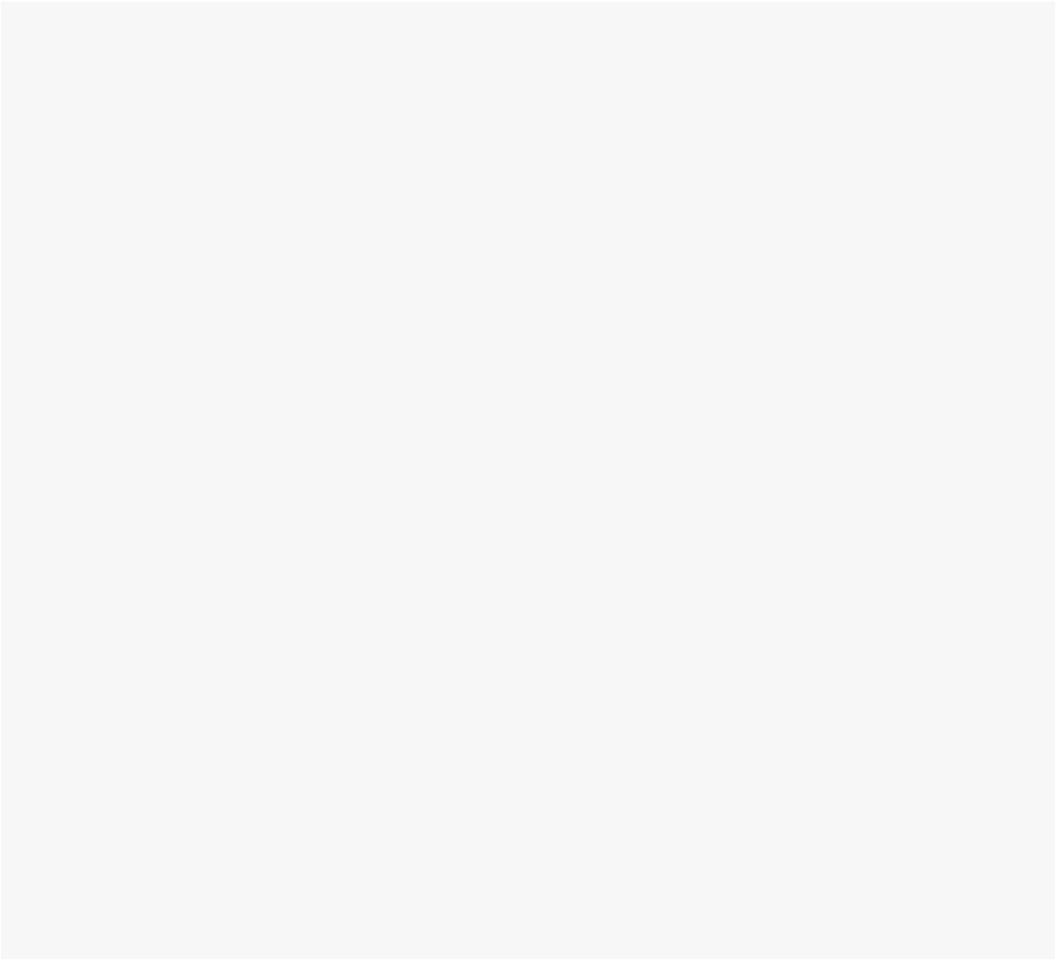
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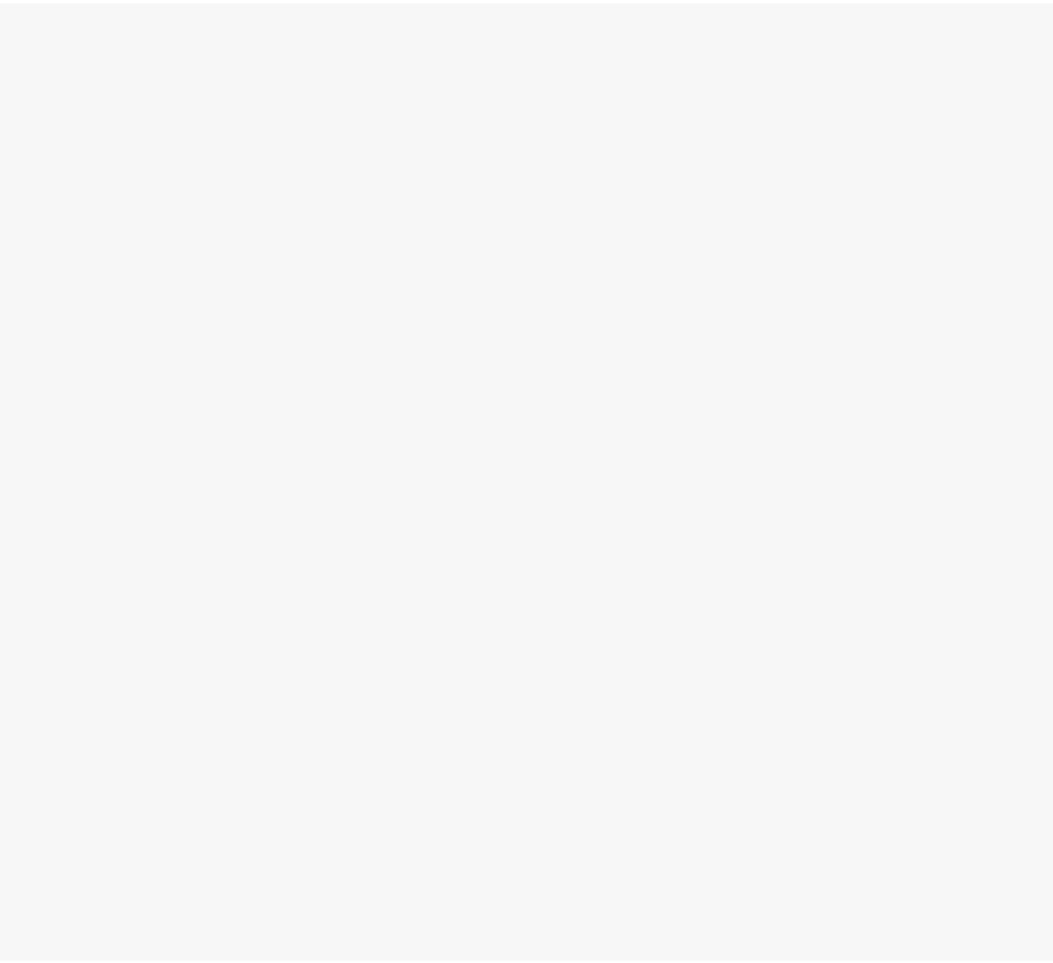
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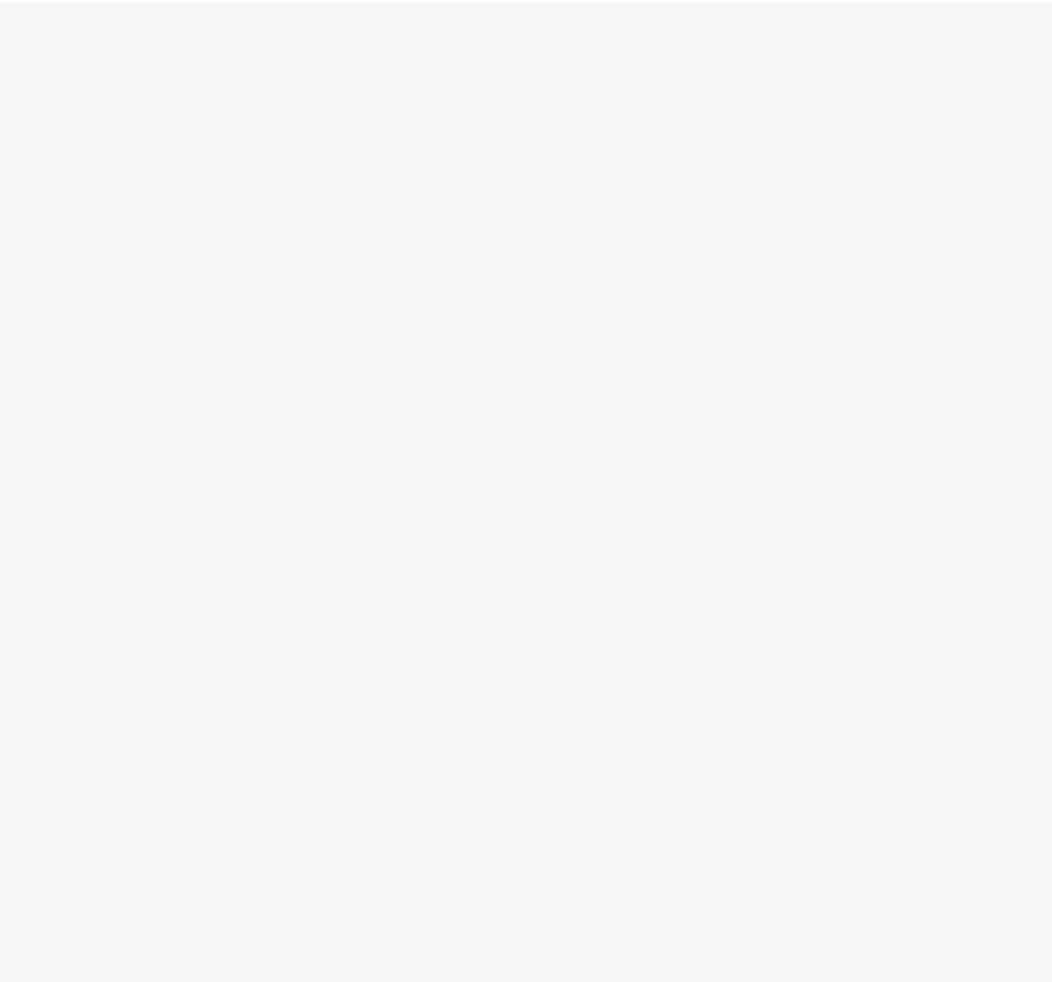10:00

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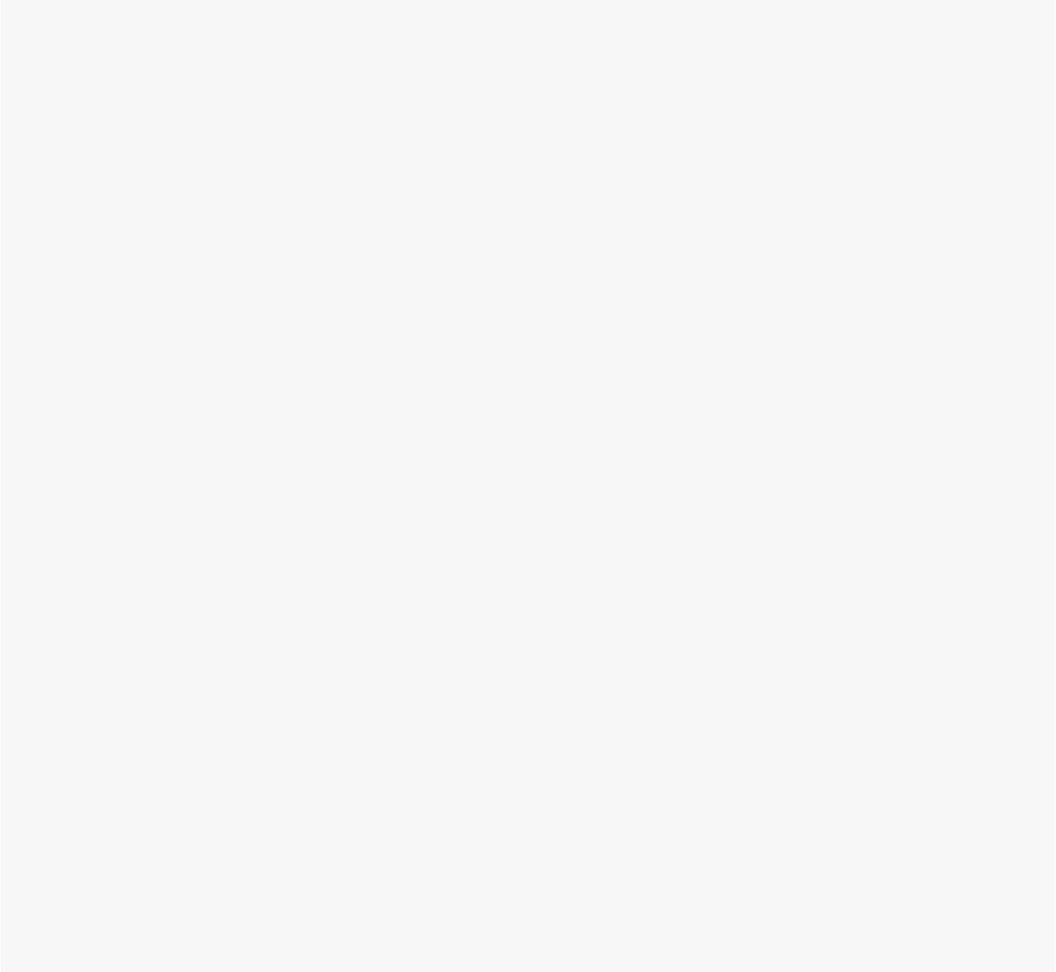10:00
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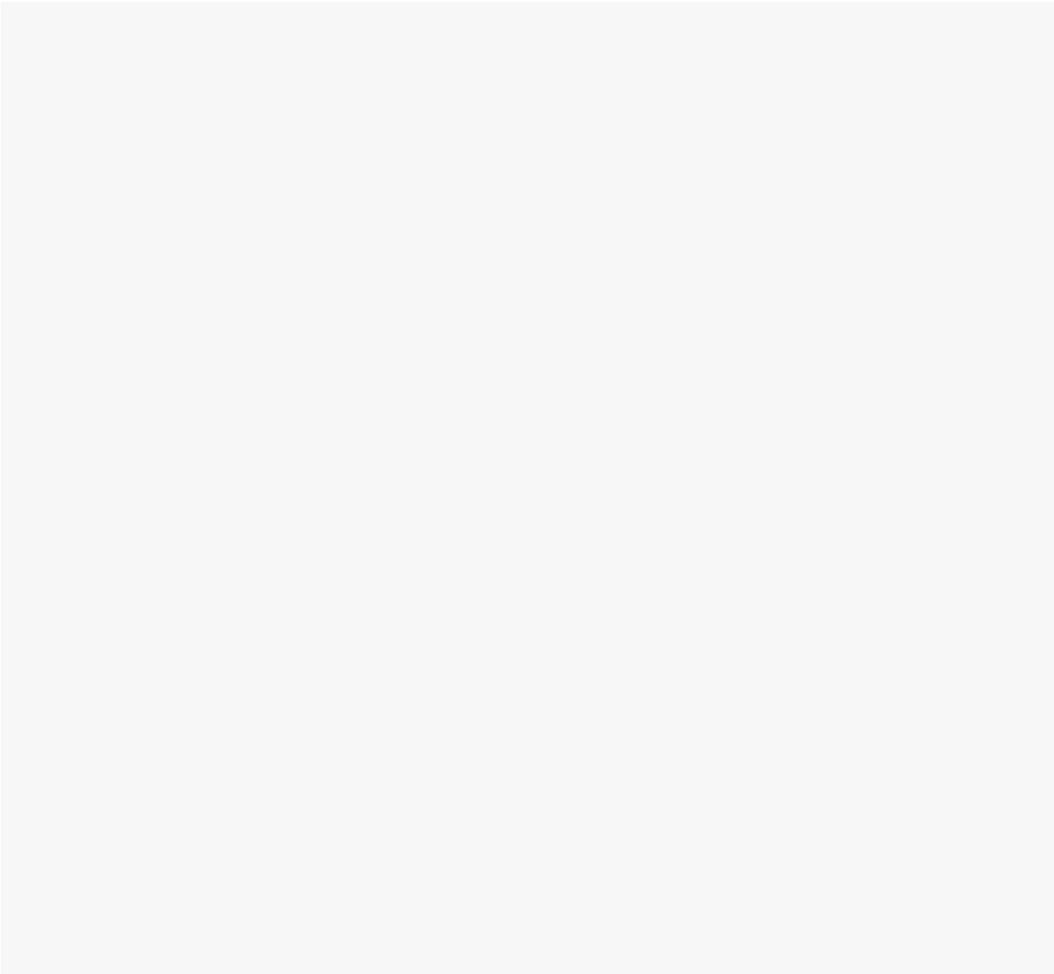
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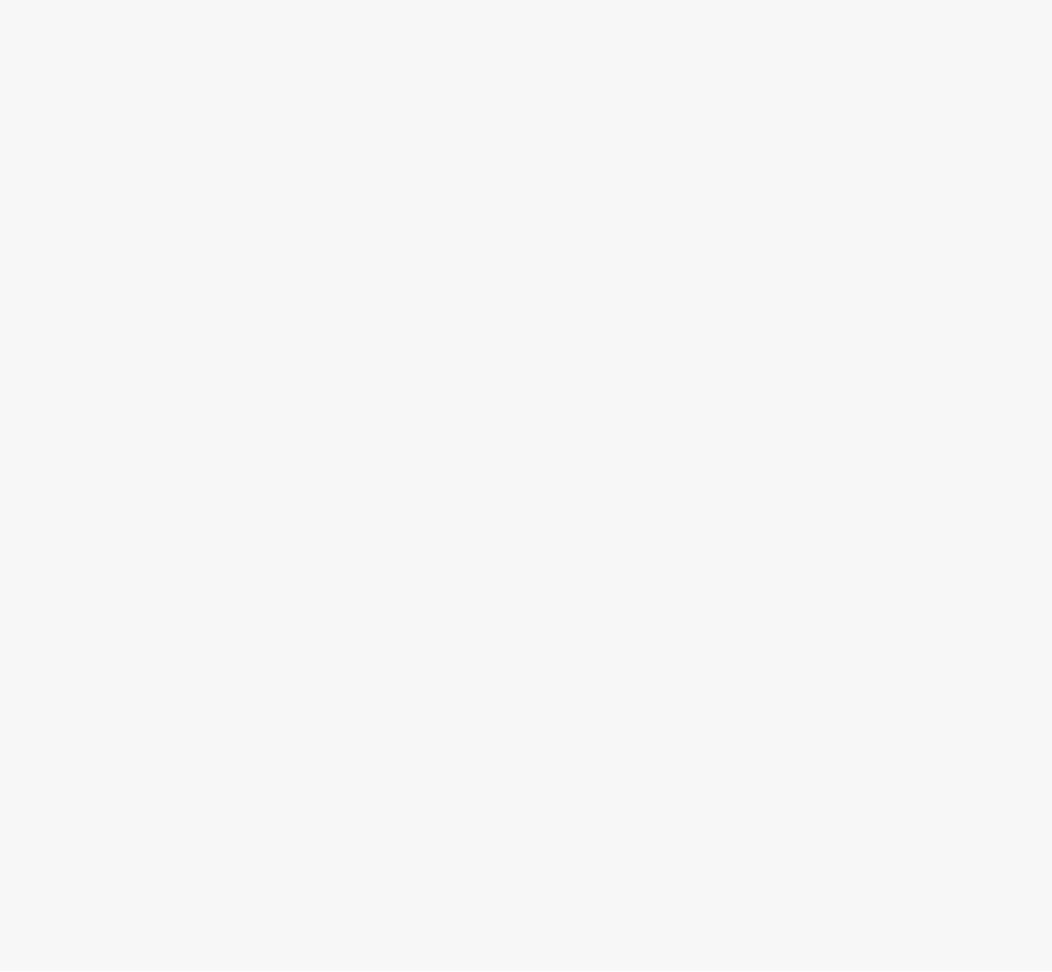
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GRATITUDES

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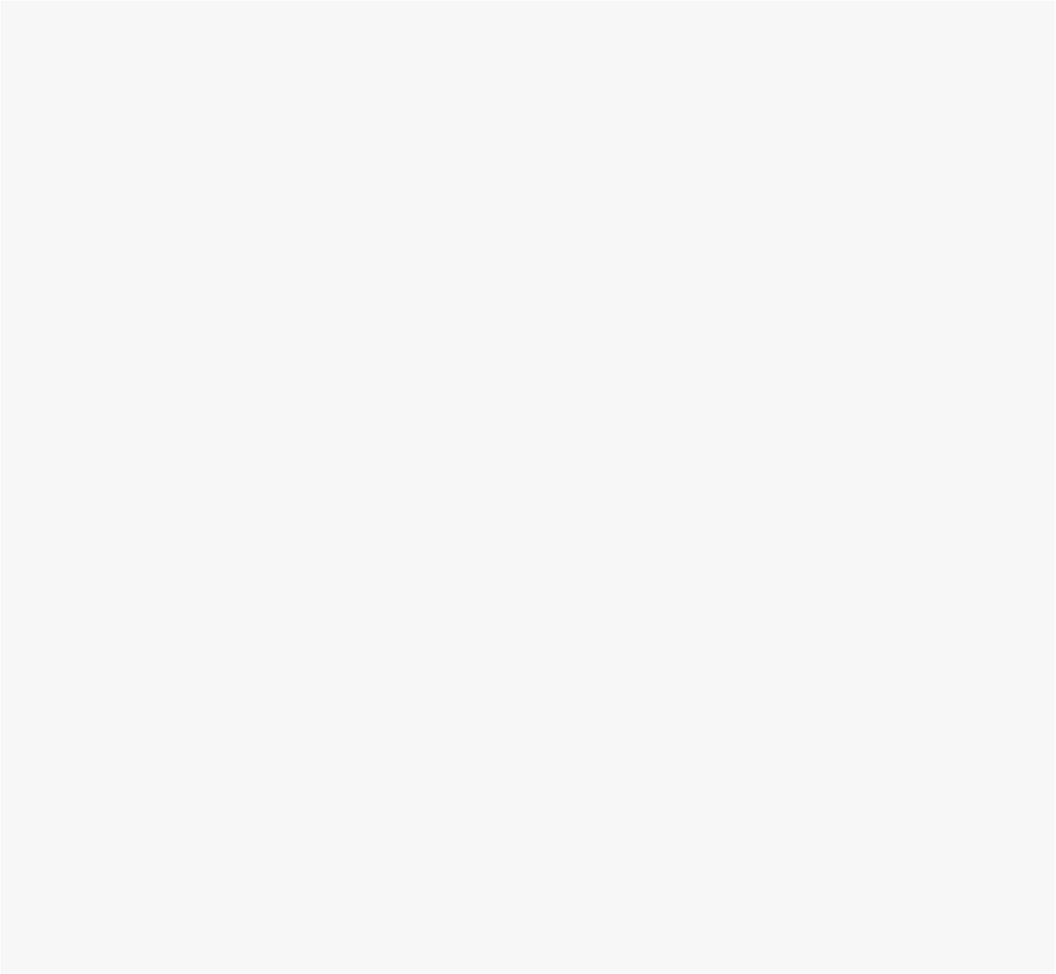10:00
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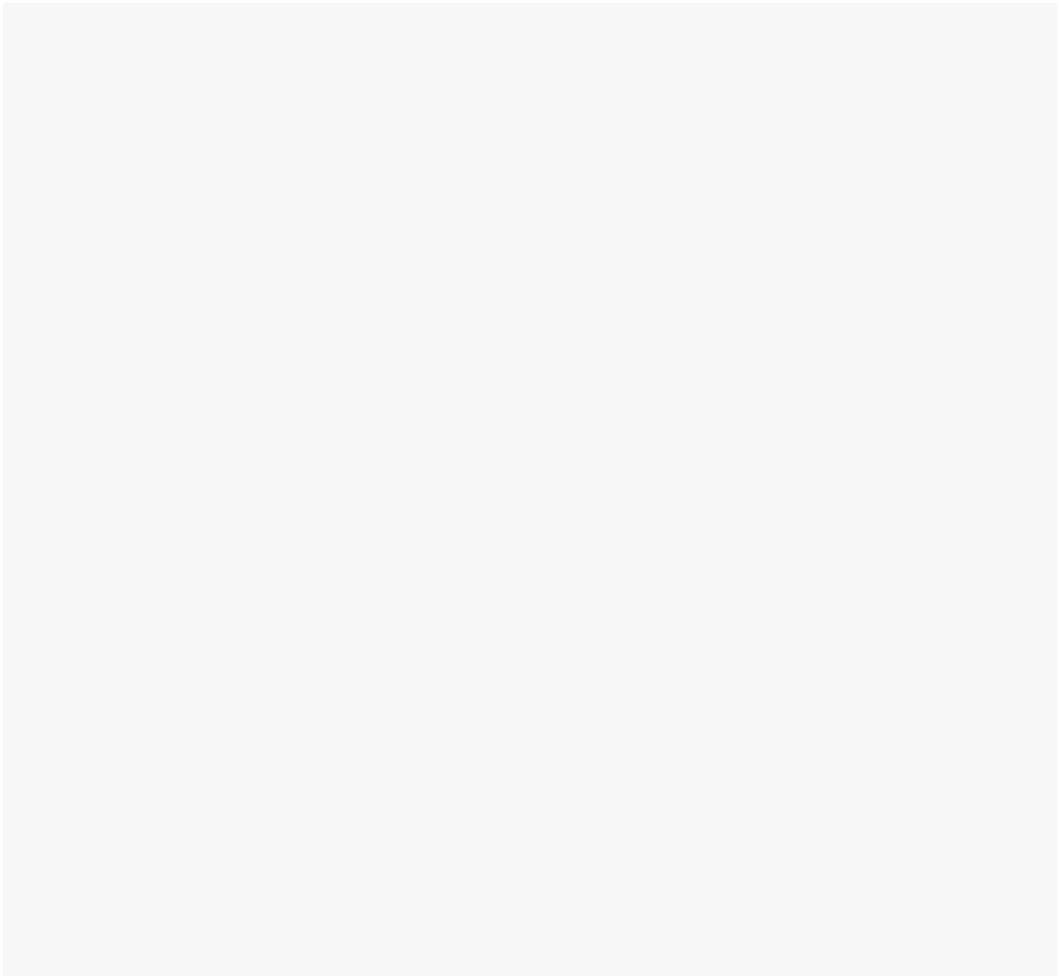10:00
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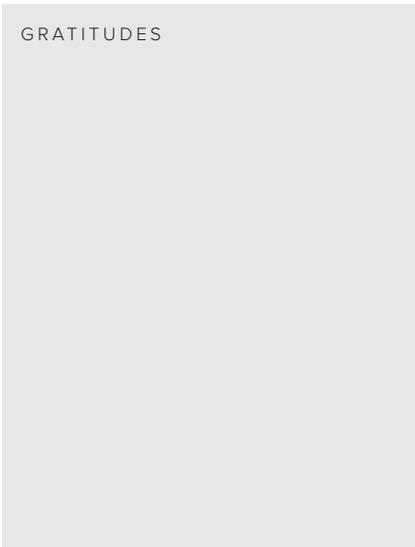
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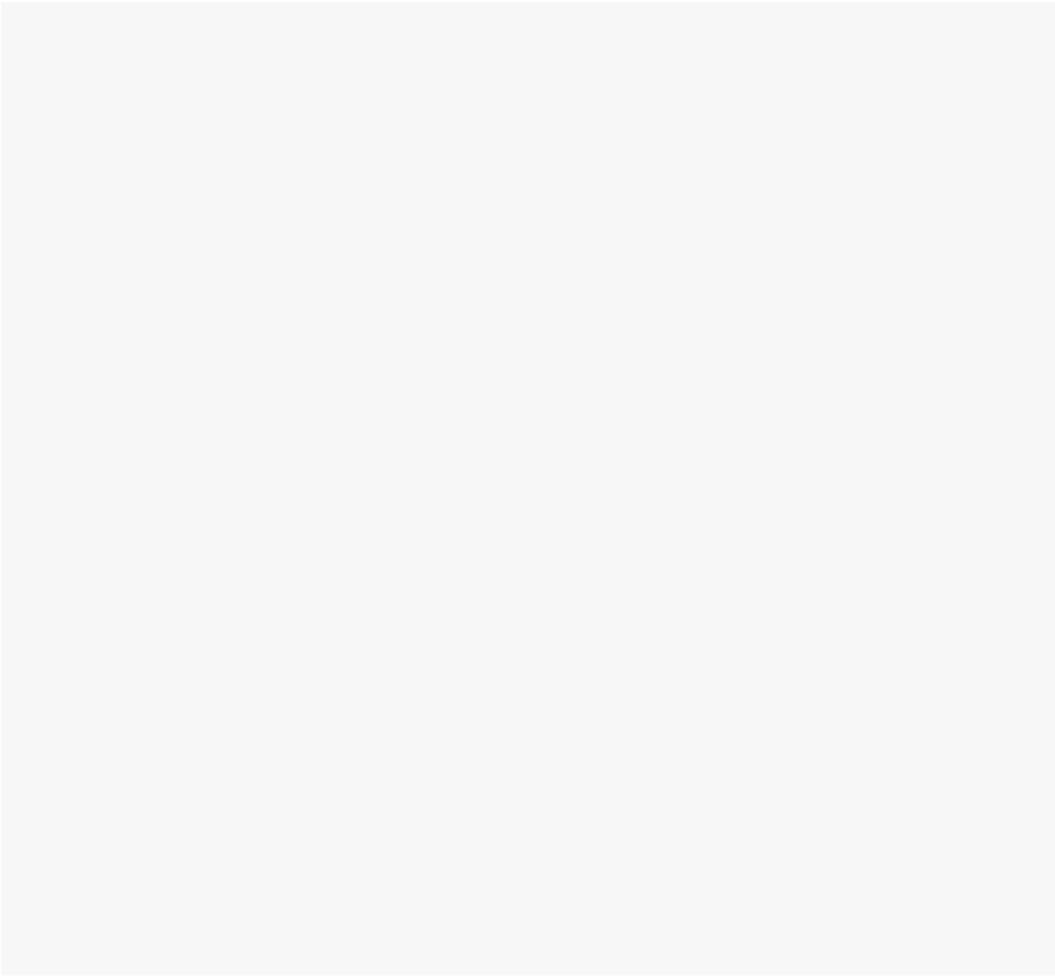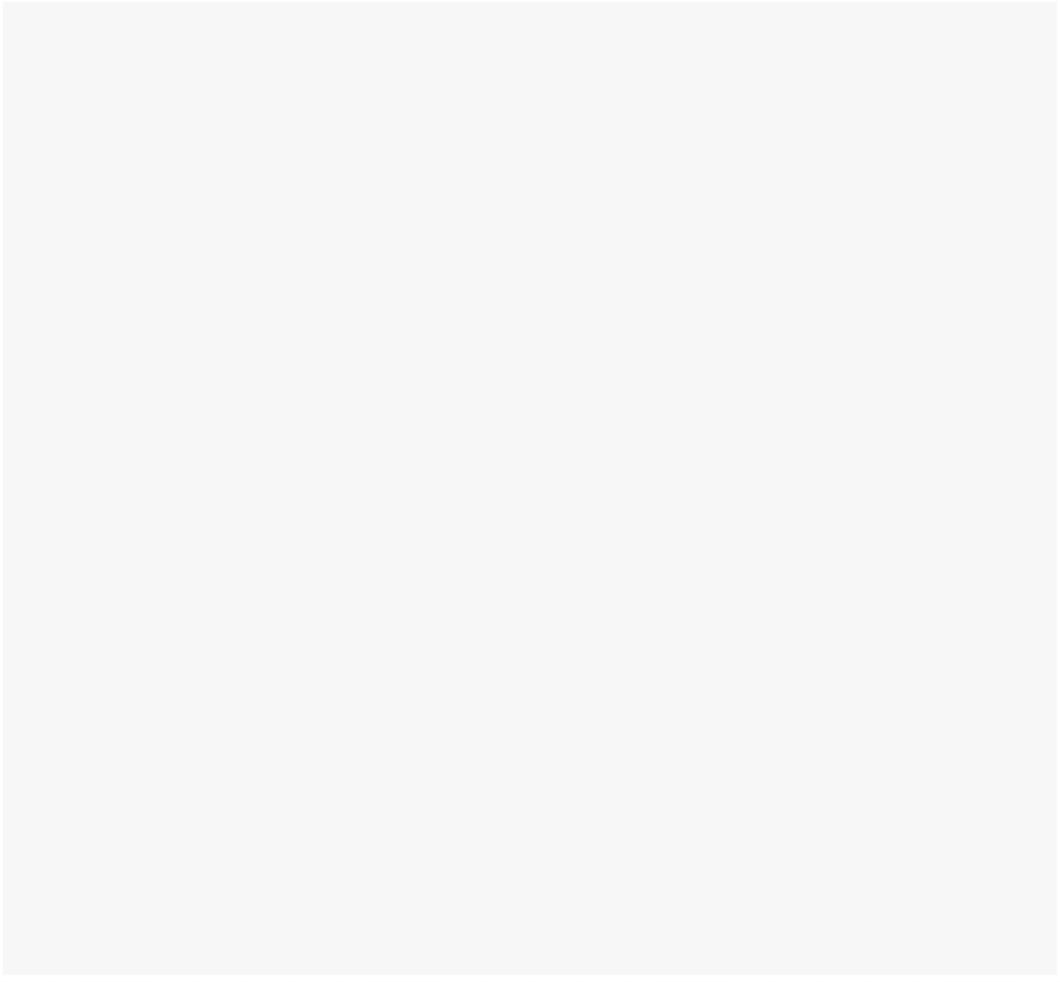
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PERSONAL TO-DOS

WEEKLY FOCUS PROGRESS:

WEEKLY WELLBEING
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	GOING WELL	NEEDS WORK
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my work environment		

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PERSONAL TO-DOS

GRATITUDES

WEEKLY FOCUS PROGRESS:

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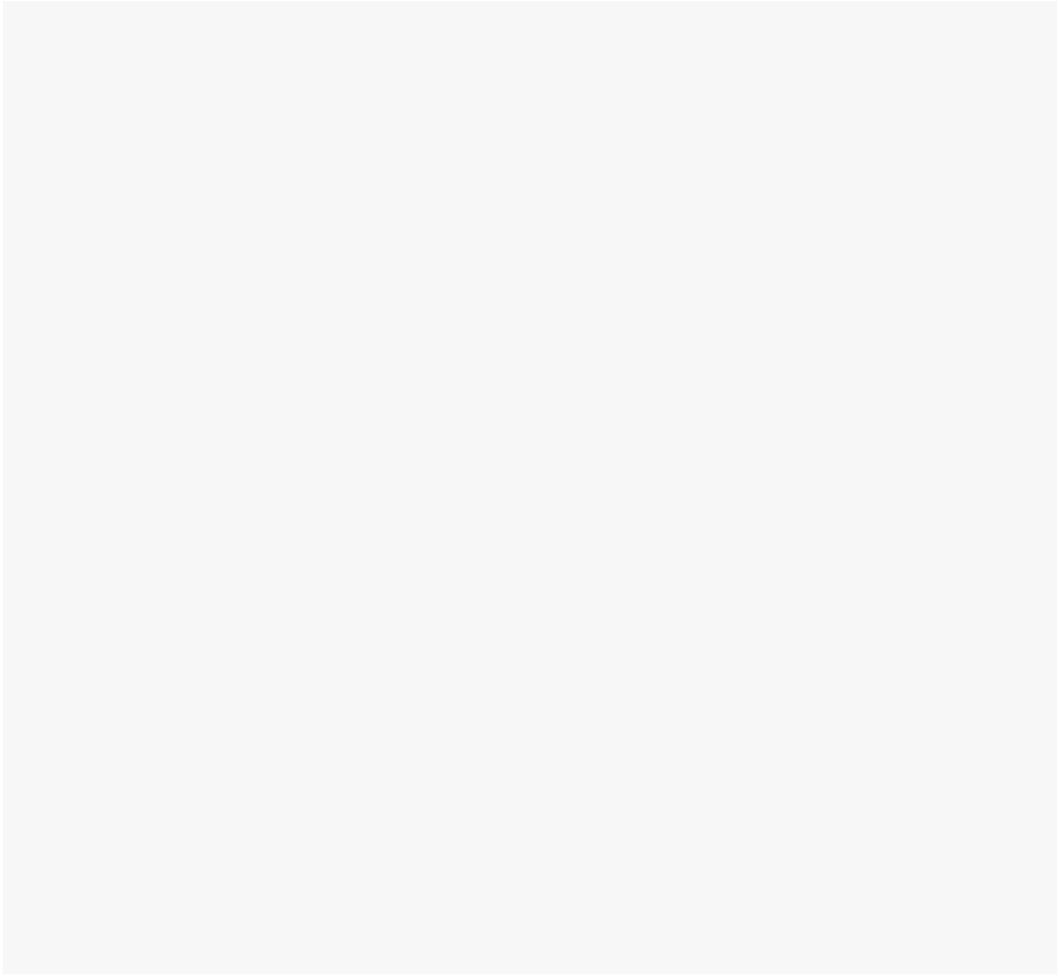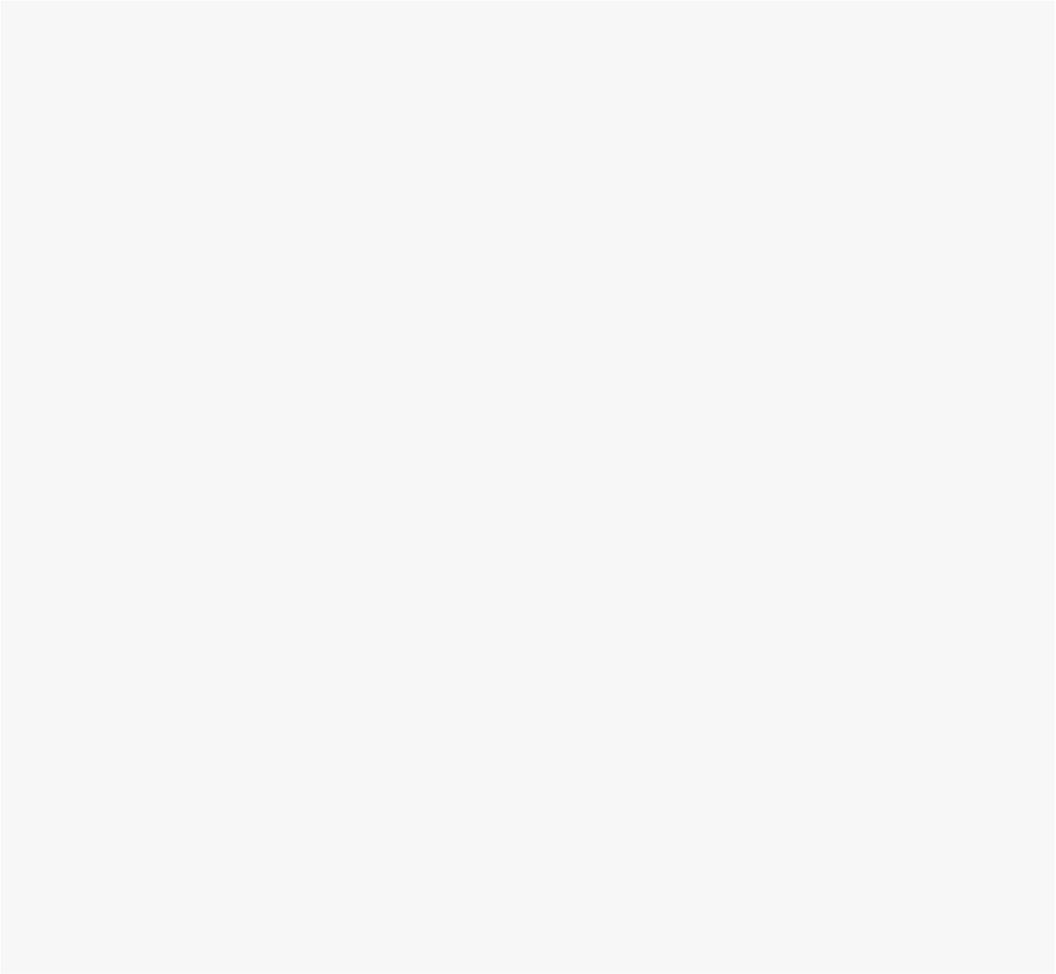
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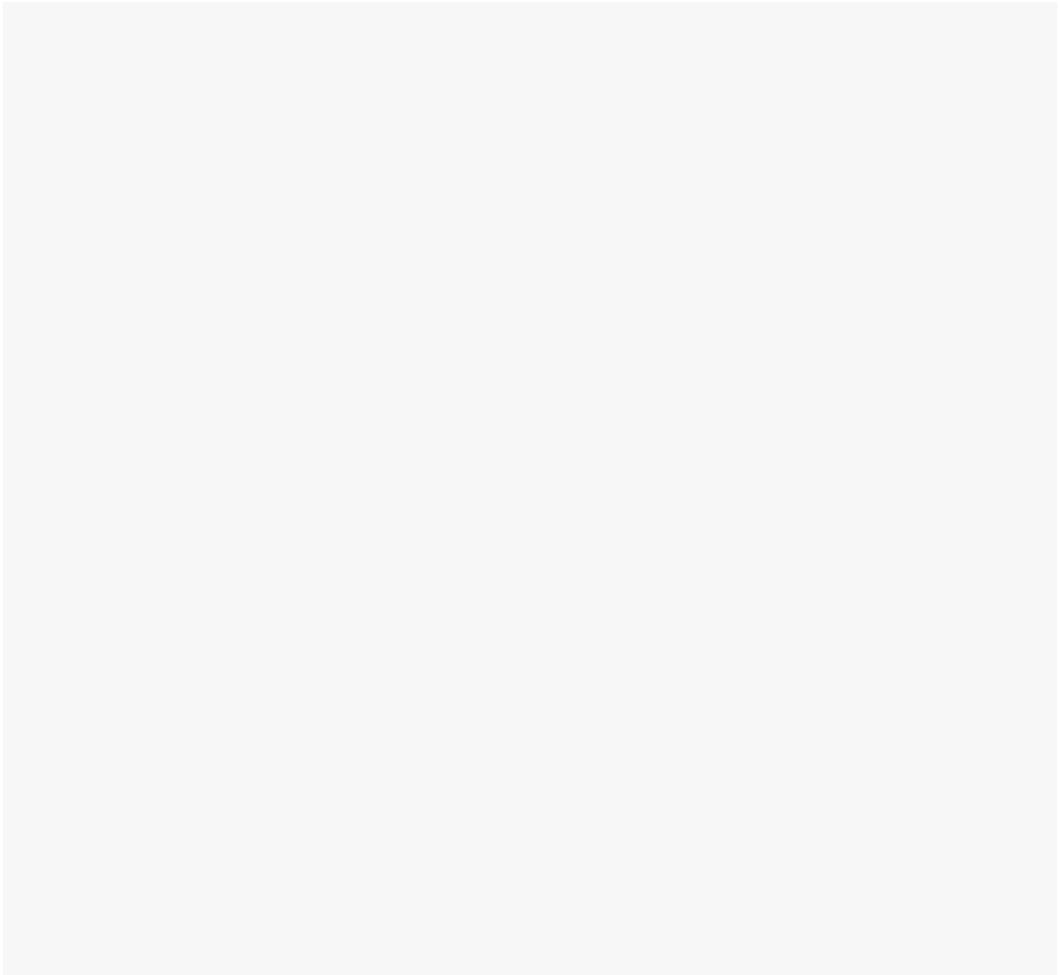
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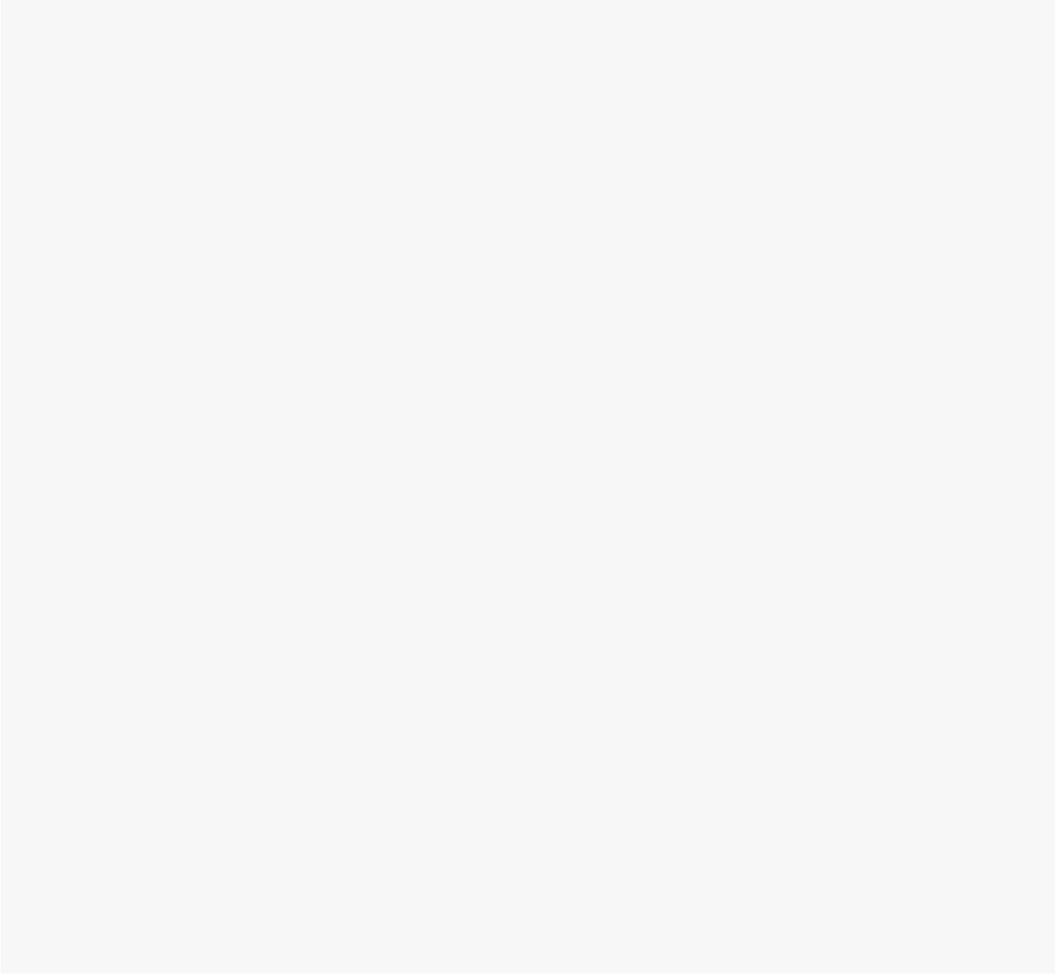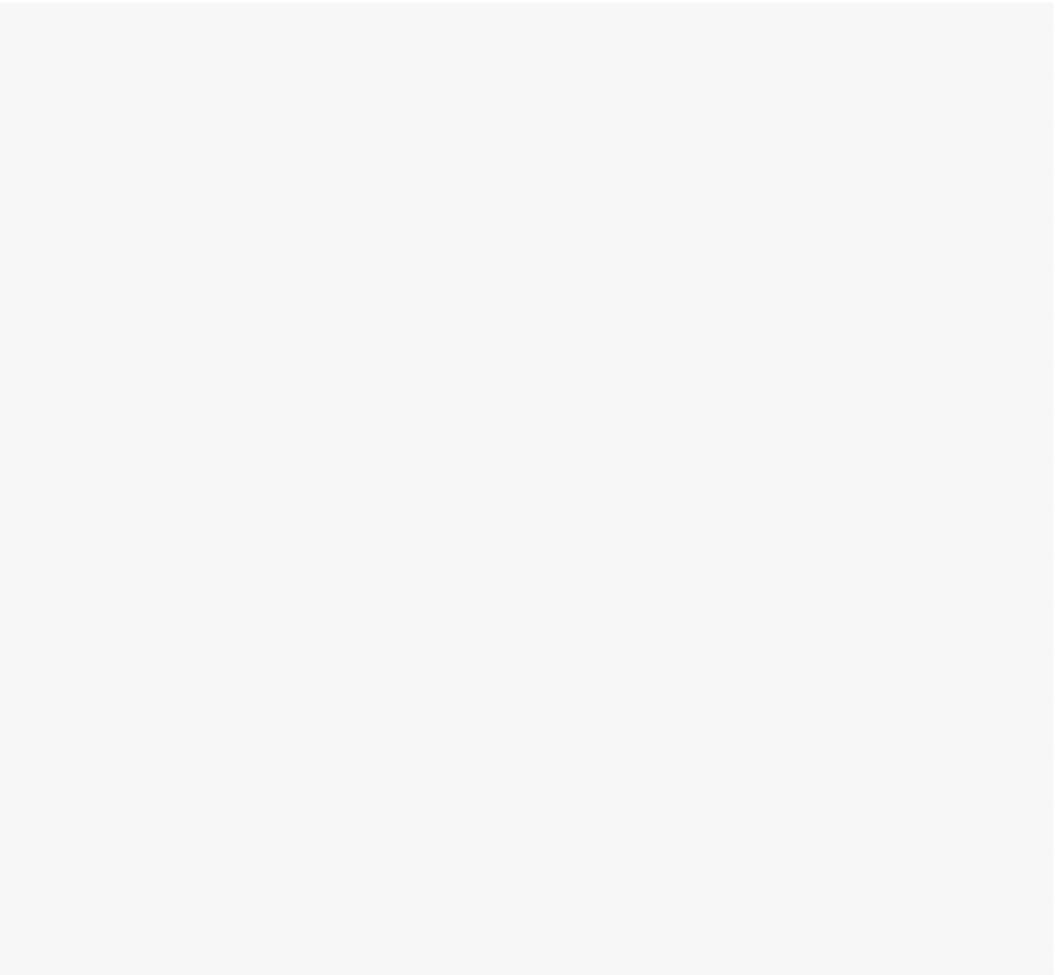1:00

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WORK TO-DOS

PERSONAL TO-DOS

GRATITUDES

WEEKLY FOCUS PROGRESS:

S M T W T F S   /   /   STREAK: MOOD: ☺ ☹ ⊖ ◯

TODAY'S PRIORITIES

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VALUE *of* FOCUS:

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TODAY'S SCHEDULE

WORK TO-DOS

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PERSONAL TO-DOS

GRATITUDES

WEEKLY FOCUS PROGRESS:

S M T W T F S / / STREAK: MOOD: ☺ ☹ 😐 ◯

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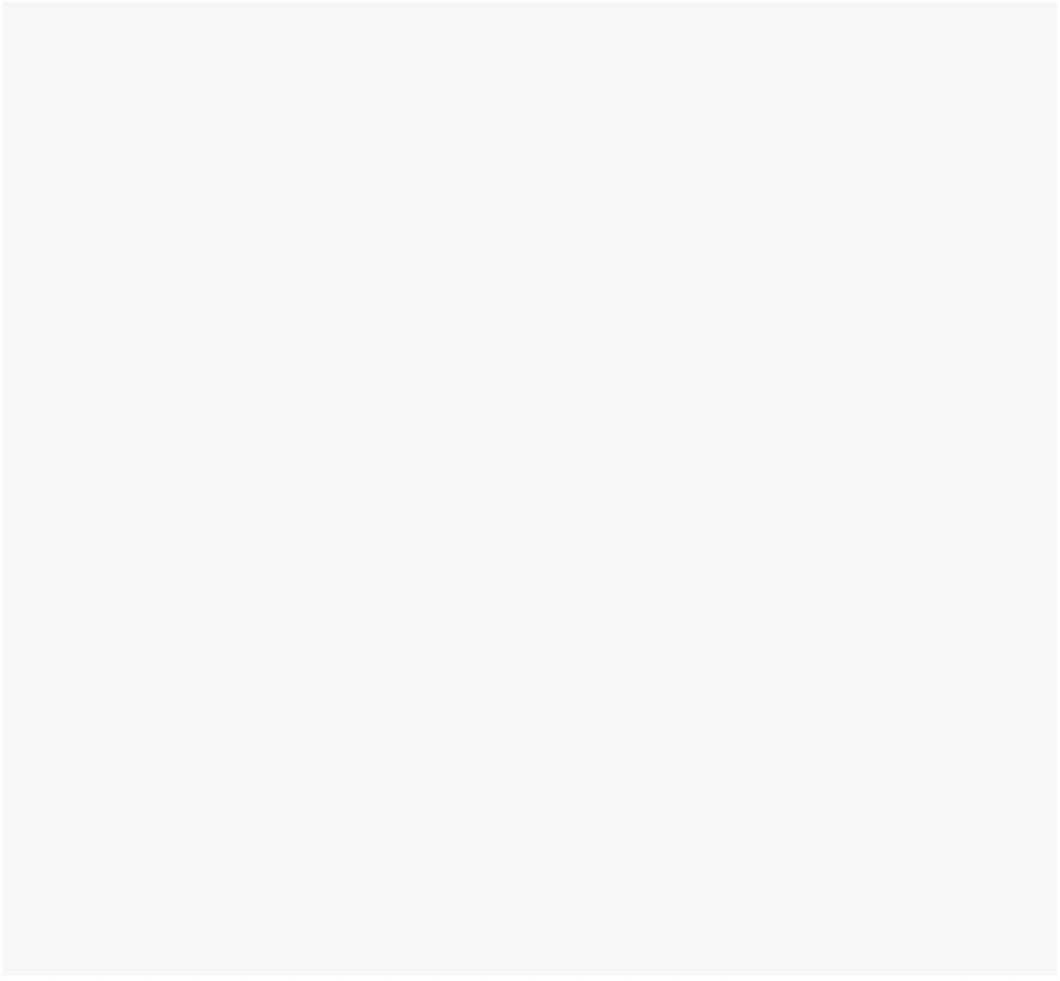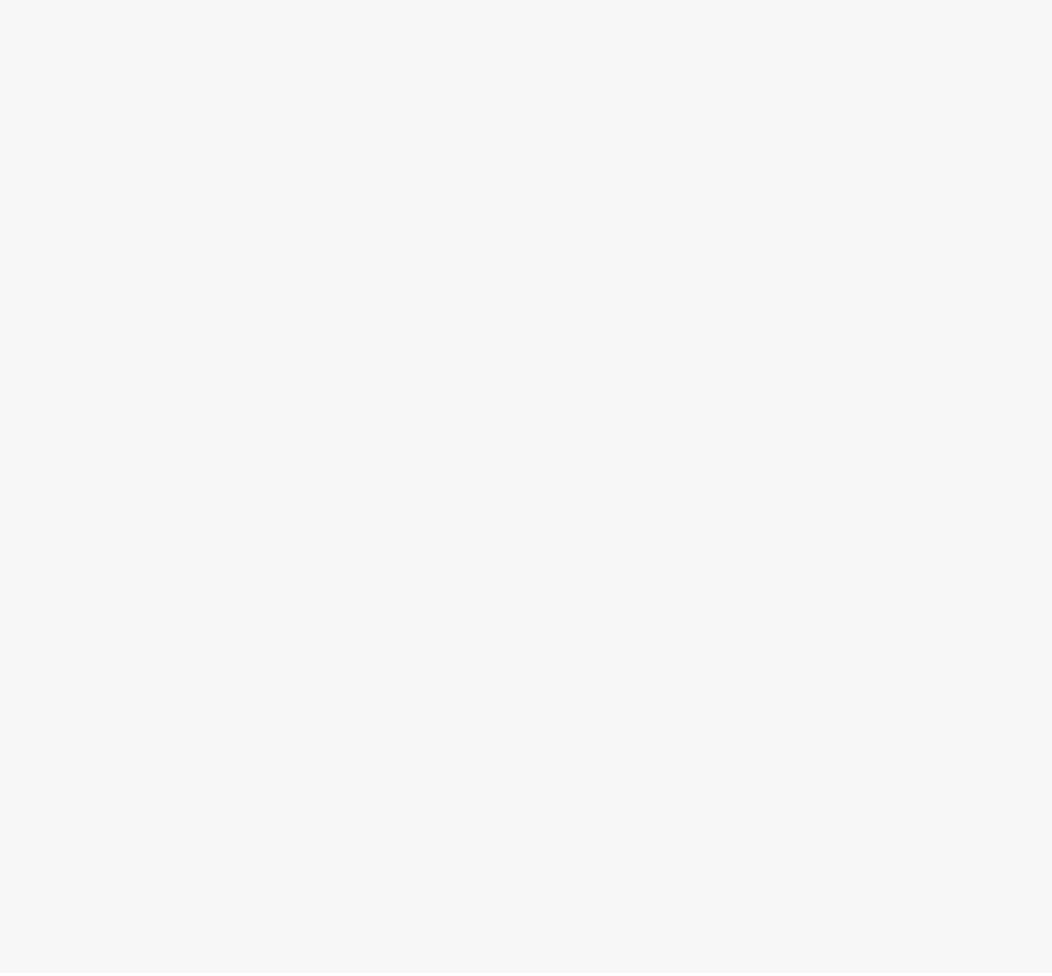
WORK TO-DOS

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PERSONAL TO-DOS

WEEKLY FOCUS PROGRESS:

WEEKLY WELLBEING
reflections

	GOING WELL	NEEDS WORK
me		
my role		
my work environment		

FOCUS *of* THE WEEK:

NOTES:

S M T W T F S   /   /   STREAK: MOOD: ☺ ☹ 😐 ○

TODAY'S PRIORITIES

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PERSONAL TO-DOS

GRATITUDES

WEEKLY FOCUS PROGRESS:

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GRATITUDES

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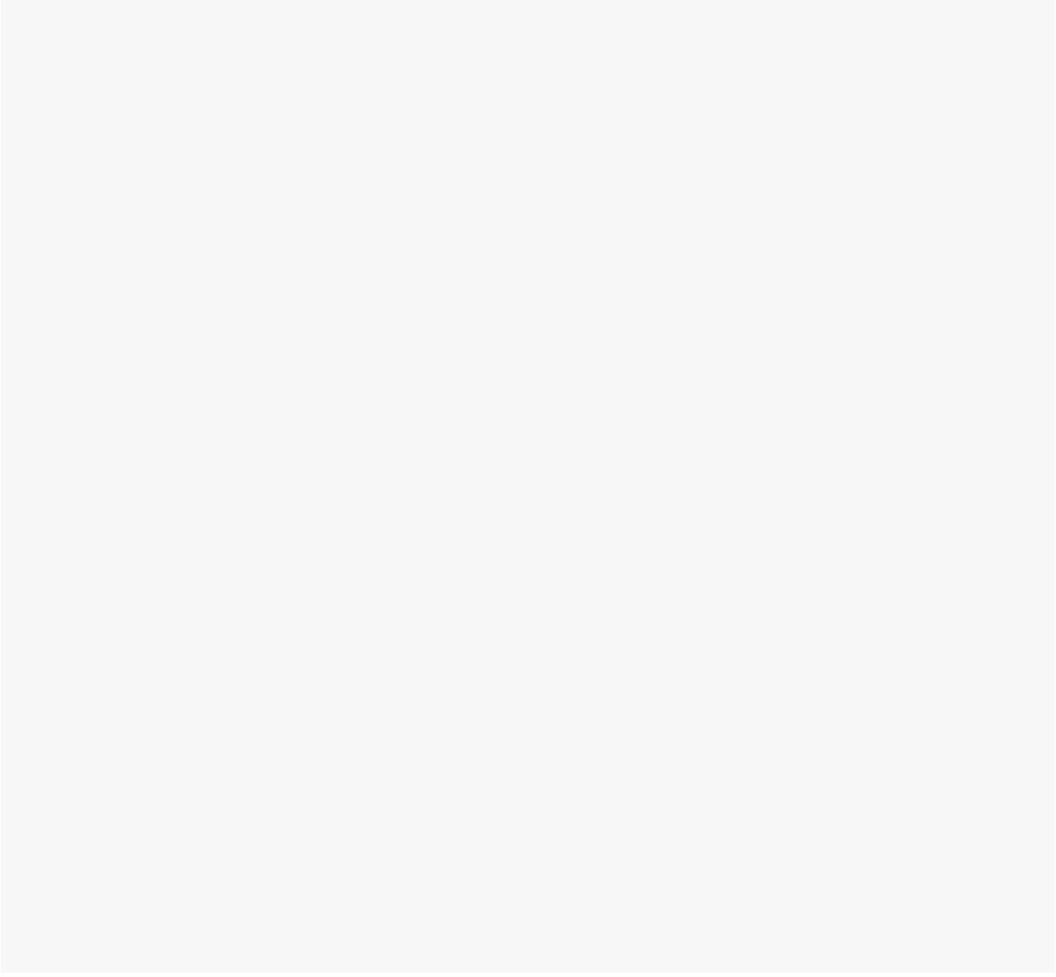10:00
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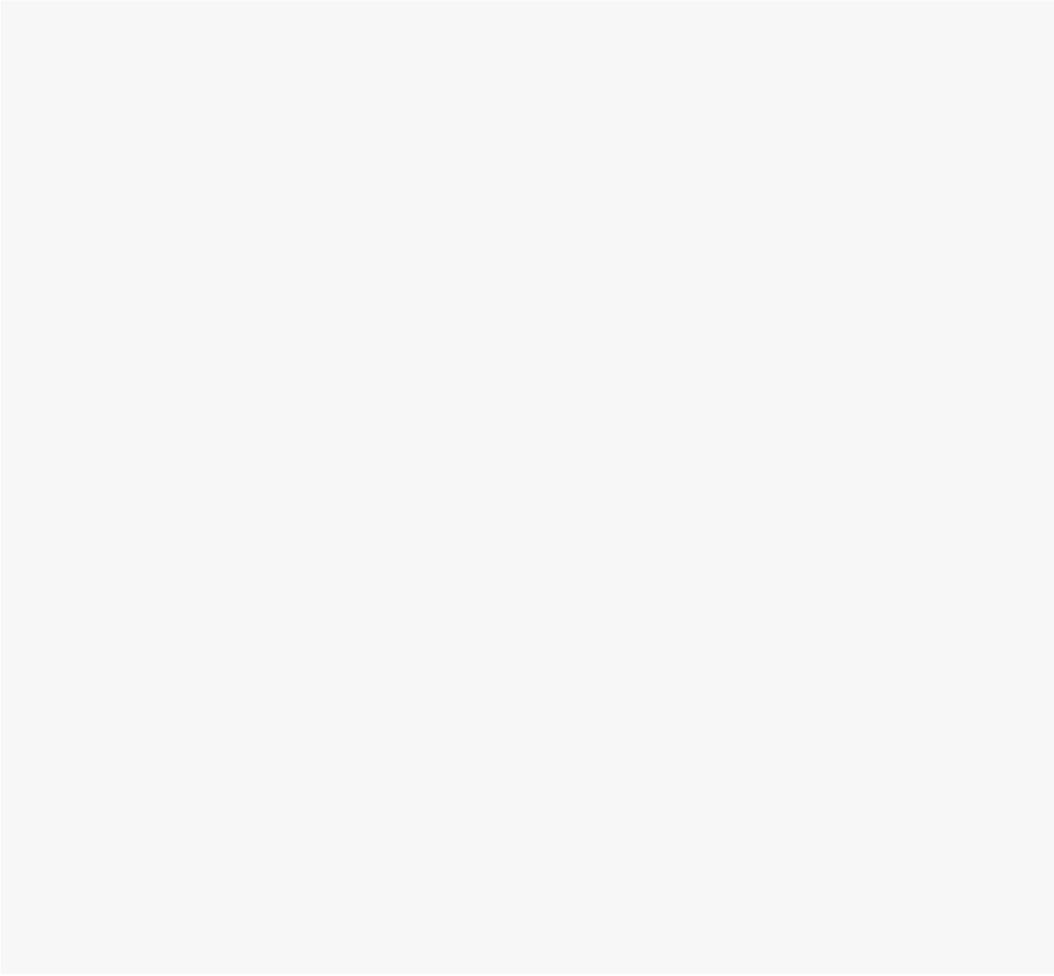10 PM

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PERSONAL TO-DOS

WEEKLY FOCUS PROGRESS:

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PERSONAL TO-DOS

GRATITUDES

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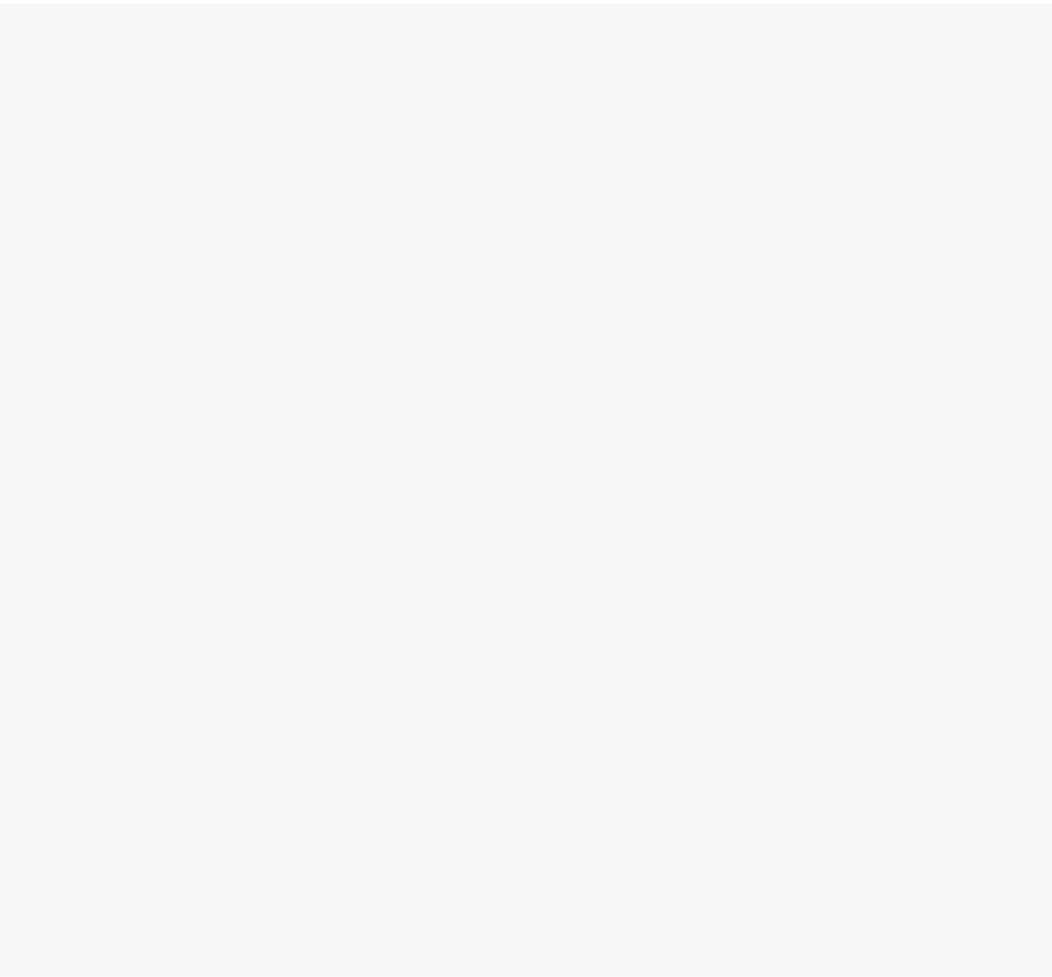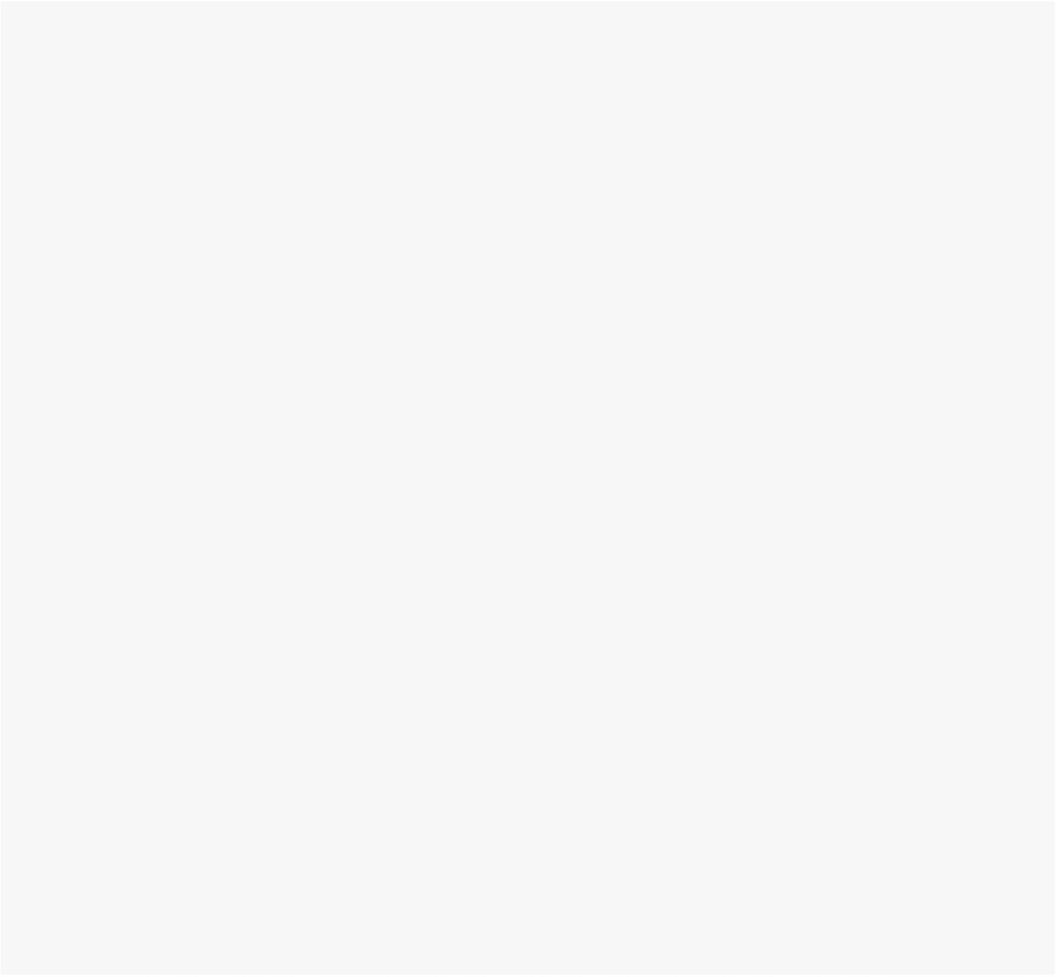9:00

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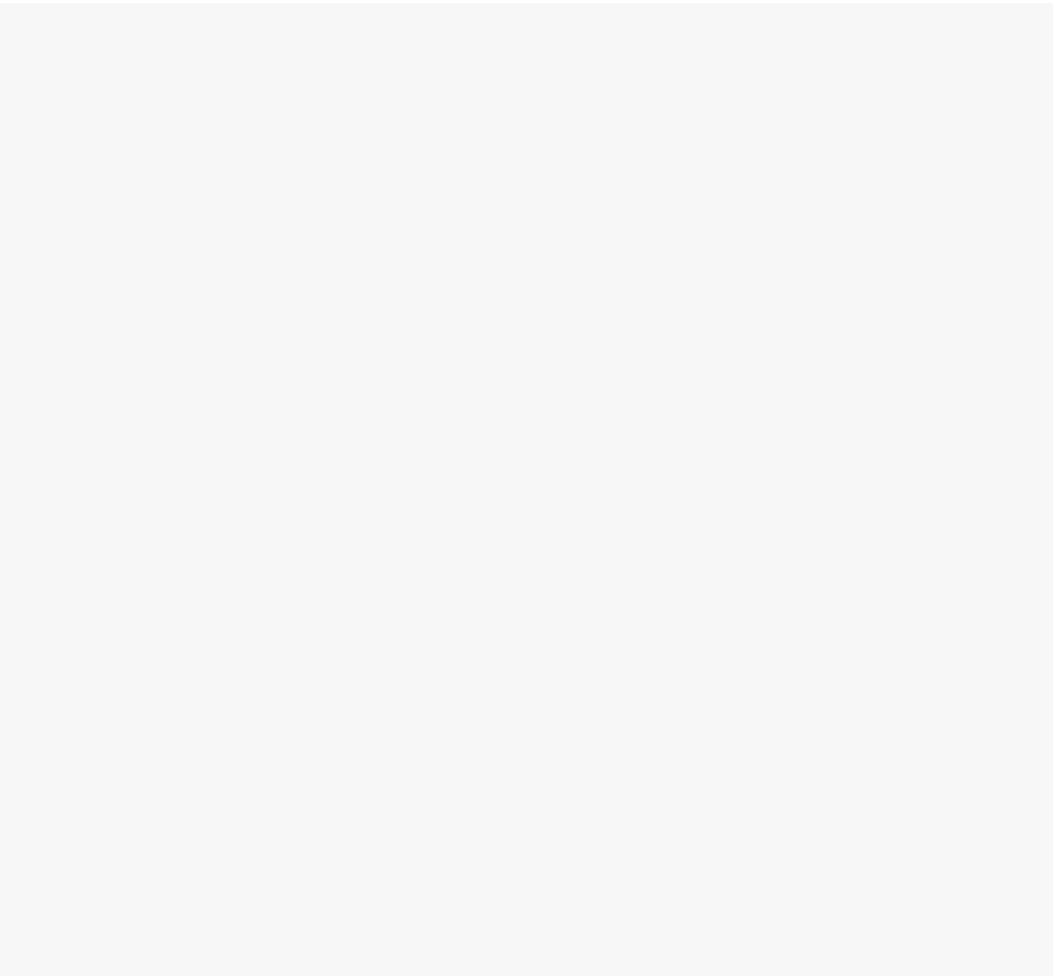10:00
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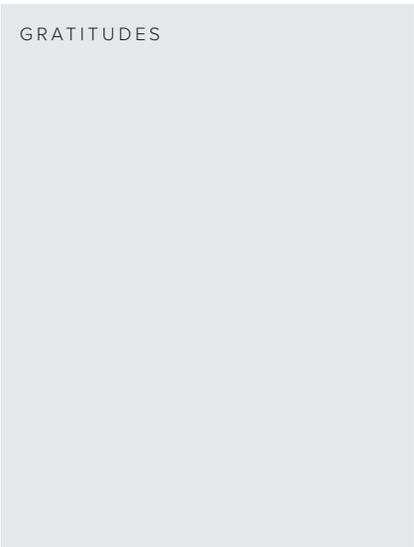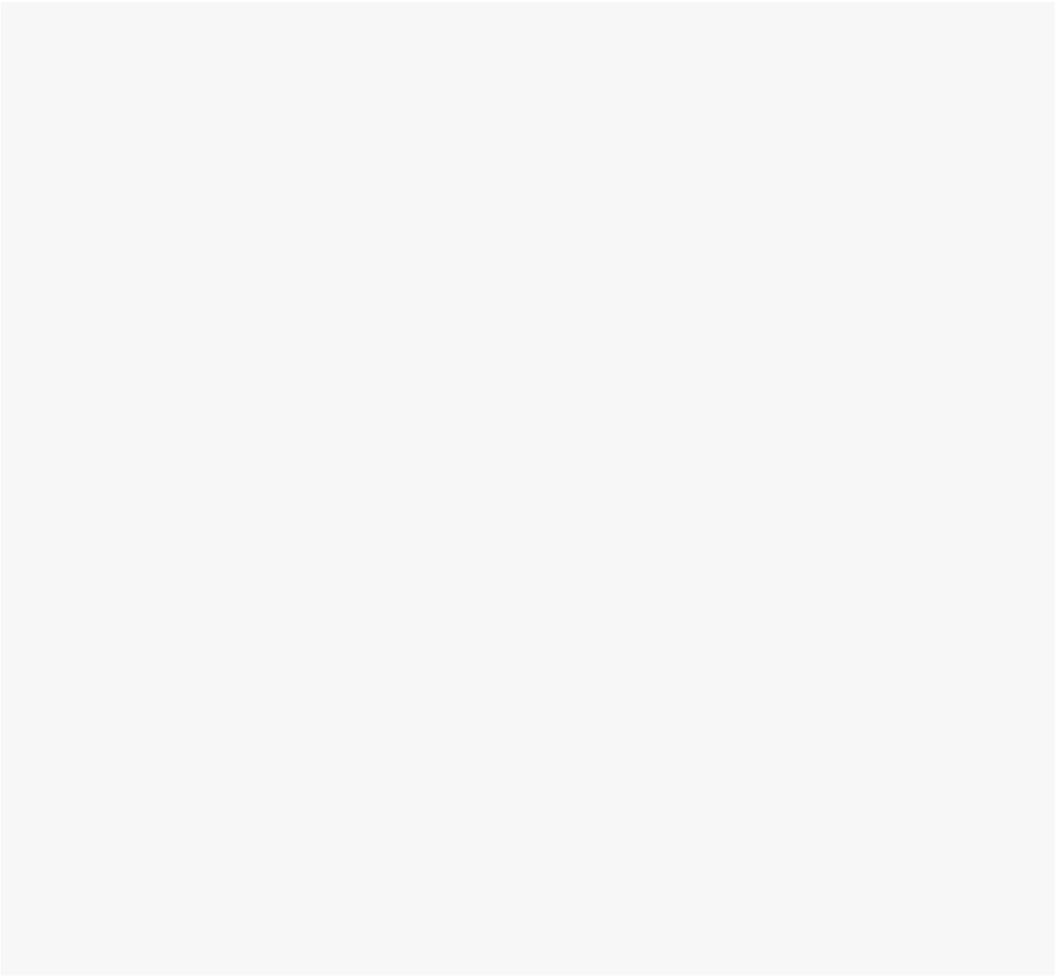12 PM
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GRATITUDES

WEEKLY FOCUS PROGRESS:

MONTHLY OVERVIEW

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THE
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Design in collaboration *with* Honey Creative™