



**THE**  
**Intention**  
**Planner**

# THIS PLANNER BELONGS TO

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*If lost, please call or email*

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*Statement of commitment to myself*

**MY LIFE IS A GIFT AND OVER THE NEXT 90 DAYS  
I CHOOSE TO INVEST IT WISELY**

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*Signature*

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*Date*

# GETTING STARTED

## What is this?

This planner is intended to support you on your journey to living with more intention 90 days at a time.

*The Intention Planner* is based on the same framework successfully used by the founder of Mindful Techie and many purpose-driven high achievers just like you to live a more balanced and intentional life. This is not another aspirational to do list placeholder. It includes real examples from the creator's personal life of how to make the most effective use of your planner and live with more balance and intention 90 days at a time.

## Who is it for?

This planner is for purpose-driven high achievers and organizations who are passionate about making a positive difference in the world, but who have a hard time breaking free from working 24/7 and being constantly distracted and overloaded by all the technology in their lives.

## What do I need?

An open heart and mind and your favorite pens.

## How do I get started?

- 🕒 To get started and make the most of the planner, set aside at least three hours of uninterrupted time to conduct your yearly review and preview. You may also choose to break up the yearly review and preview into smaller chunks. The important thing is to complete it in order to make the best use of *The Intention Planner*.
- 🕒 Once you have conducted your yearly review, set aside at least 15 minutes before the start of each workday to complete the daily prompts.
- 🕒 At the end of each week and month, set aside at least 30 minutes to review where you have been and where you are headed for the week and month ahead.
- 🕒 At the end of each quarter, set aside at least 90 minutes to review your progress and preview your next 90 days.

# WEEKLY PREVIEW - EXAMPLE

WEEK OF 7 / 1 / 18

## MY INTENTION FOR THIS WEEK IS

To be more focused and productive.

## TOP THREE PERSONAL PRIORITIES FOR THIS WEEK

1. Daily meditation
2. Restarting my HIIT exercise routine
3. Finalizing my vacation travel plans

## TOP THREE PROFESSIONAL PRIORITIES FOR THIS WEEK

1. Complete content for new client program
2. Complete revisions to new client coaching workbook
- 3.

## THINGS TO FOLLOW UP ON & PEOPLE TO CONNECT WITH

Pick date and time for "playdate" with accountability partner

## THINGS FOR LATER / PARKING LOT

Pick up dry cleaning

## WEEKLY REVIEW - EXAMPLE

WEEK OF 6 / 24 / 18

**What am I most grateful for** this week?

- Business coaching and accountability
- Supportive spiritual community
- Date nights

Review this week's intention and consider: **did I fulfill my intention** for this week? If not, what will I do differently next week?

No, I was not as centered as I wanted to be this week. I fell off on meditation all this month. Starting next week, I will wake up one hour earlier to make sure I meditate before my day starts.

Review this week's top priorities and consider: **did I achieve my priorities** this week? If not, what will I do differently next week?

Yes, I completed my priorities with the exception of following-up with a few potential business leads who are on vacation. Next week I will draft pre-scheduled emails that will be sent automatically when they return from vacation.

**How did I win** and celebrate this week?

I developed new content for my new client program and had a great business coaching session. I also had two dates.

I did not celebrate this week, but I have scheduled a "playdate" with one of my accountability partners for next week.

# DAILY PLANNER

DATE 7 / 2 / 18

<b>TODAY I AM GRATEFUL FOR</b>
1. Securing great tenants for my place while I'm away on vacation
2. Awesome graphic designer for my new coaching program tools
3. Celebrating the anniversary of my business

<b>MY SINGULAR INTENTION TODAY IS</b>
To sustain the momentum of being focused and centered as result of restarting my meditation practice

<b>MY KEY TASKS TODAY ARE</b>
<input checked="" type="checkbox"/> Meditation
<input checked="" type="checkbox"/> HIIT exercise
<input type="checkbox"/> Finish workbook revisions <span style="color: red;">Did not get to this as anticipated and will move this to my task list for tomorrow.</span>
<input checked="" type="checkbox"/> Email follow-ups
<input checked="" type="checkbox"/> Finish email marketing content for this week's campaign
<input type="checkbox"/>

<b>THINGS FOR LATER / PARKING LOT</b>
- Finish 40 under 40 nomination form - Pick-up paper towels and mouthwash from the store

# WEEKLY PREVIEW

WEEK OF \_\_\_ / \_\_\_ / \_\_\_

<b>MY INTENTION FOR THIS WEEK IS</b>

<b>TOP THREE PERSONAL PRIORITIES FOR THIS WEEK</b>
1.
2.
3.

<b>TOP THREE PROFESSIONAL PRIORITIES FOR THIS WEEK</b>
1.
2.
3.

<b>THINGS TO FOLLOW UP ON &amp; PEOPLE TO CONNECT WITH</b>

<b>THINGS FOR LATER / PARKING LOT</b>

MONTH 1 / WEEK 1

**WEEKLY REVIEW****WEEK OF** \_\_\_ / \_\_\_ / \_\_\_**What am I most grateful for** this week?Review this week's intention and consider: **did I fulfill my intention** for this week? If not, what will I do differently next week?Review this week's top priorities and consider: **did I achieve my priorities** this week? If not, what will I do differently next week?**How did I win** and celebrate this week?



MONTH 1 / WEEK 1 / DAY 1

# DAILY PLANNER

**DATE** \_\_\_ / \_\_\_ / \_\_\_

TODAY I AM GRATEFUL FOR
1.
2.
3.

MY SINGULAR INTENTION TODAY IS

MY KEY TASKS TODAY ARE
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

THINGS FOR LATER / PARKING LOT



Created by Meico Marquette Whitlock,  
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Mindful Techie is an organization dedicated to helping purpose-driven high achievers and organizations live a life of greater intention by breaking free from work-life imbalance and digital distraction.

Learn more about living a balanced life in a digital world at **[mindfultechie.com](https://mindfultechie.com)**.

Follow Mindful Techie on social media at **[@amindfultechie](https://twitter.com/amindfultechie)**.

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