

ALIGN TASK DESIGNER

# EMBRACE THE MESS.

TURN BIG IDEAS INTO REALITY  
OUTSIDE THE CALENDAR NORMS,  
A FEW SMALL STEPS AT A TIME

PHASE	TIME	MATERIALS
OVERVIEW JOURNAL SORT DECIDE PRIORITIZE CREATE	5 MINUTES	NONE

# ALIGN TASK DESIGNER

## PHASE: OVERVIEW

*Hey there!*

**I'm beyond thrilled you're here** and curious about these printables. These are the very first drafts of what I hope to be a full blown planner system one day and **it requires people like you** to help make that happen. I anticipate several rounds of refinements as I continue to dig deeper into what works and what hinders the planning process for **multi-passionate, creative brains** like us. The hardest part is getting them out there, so **thank you for your kindness** and feedback **as I develop this big idea a few small steps at a time.**

*Intention*

This set of align printables is tailored to a recap. I originally intended it for yearly however it can be done at whatever interval you'd like. You'll find much of this system is based more on individual preferences vs set rules. If this makes you squirrely, this might not be a good fit as this will be a common theme throughout. And yet clarity is helpful when learning a new system so please reach out with any questions.

*How To Use*

Once printed, you'll be able to organize in the suggested order found in the phase column shown below and also at the bottom of each page.

PHASE	TIME	MATERIALS
OVERVIEW JOURNAL SORT DECIDE PRIORITIZE CREATE	5 MINUTES	NONE

Each phase has suggested way to use, how long it may take and other materials that might be helpful as you dig into them. I'm excited to hear what you get out of them and what you'd like to see more of! Thanks for being here and happy revamping and planning.

# ALIGN TASK DESIGNER

## Recap Path

### **JOURNAL**

Let's do a recap of the past year. This is intended to be a quick brain dump so try to not analyze too much, that comes later.

### **SORT**

Rather than starting over or using someone else's goals, here we get the chance to spiral in + build on what we've already created, quit what isn't helping and find more clarity on how to pivot.

### **DECIDE**

We're going to be finding and creating, seasonal patterns or modes that compliment you and your life. These modes are based on different seasonal energies will naturally support + encourage different kinds of work.

### **PRIORITIZE**

Let's look at the things you've decided will support the life you want to live. We will refine our general seasonal patterns to create categories of the different types of things we want to do. Stay broad or get as granular as you'd like.

### **CREATE**

CURRENTLY NO PRINTABLE FOR THIS PHASE.

Embrace your current, most favorite planner, calendar or scheduling tool or app. Move your revamped seasonal patterns and prioritized tasks and categories to their ideal time frame [quarter, month, weeks or days]. This is not set in stone and it 100% adjustable. The idea is to note what you ideally want for your life when you've had time to be intentional and proactive about the decisions.

**NEXT PHASE: JOURNAL**

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# BRAIN DUMP

PHASE	TIME	MATERIALS
<p data-bbox="276 1417 487 1564">JOURNAL SORT</p> <p data-bbox="276 1575 487 1732">DECIDE PRIORITIZE CREATE</p>	<p data-bbox="695 1575 925 1627">30 MINUTES</p>	<p data-bbox="1112 1522 1372 1680">PEN + PAPER HEADPHONES FOCUS MUSIC</p>

# YEARLY RECAP

## PHASE: JOURNAL

**1.** Let's do a recap of the past year. This is intended to be a quick brain dump so try to not analyze too much, that comes later. There's no right or wrong way to do this. Mostly, trust that you'll remember the most notable and important things for you and your life.

**2.** I like to get in a flow zone during this writing as it seems to make the task feel shorter, easier + more effective. I do this by finding some music [that I don't tend to sing along with], putting my headphones on, turning my phone to focus mode and setting a timer for 30 minutes...writing until the timer goes off.

MY FAV RECAP PLAYLIST [HERE](#)

**3.** To start think about the farthest month back within this year and write down whatever comes to your mind in regards to that month and how it impacted you and your life. You'll create your own method but I like to think about 1-2 things that happened, if anything felt good about it and if anything comes up that I wish had been a little different. Then continue to the next month and so on.

**3.** Try to do this recap on paper as much as possible as there's more potential to unlock thoughts stored in the subconscious brain. Writing by hand also increases the natural tendency to process and problem solve without realizing it's happening. In the end this brain dump is more about the process than the result and what it looks like.

**NEXT PHASE: SORT**



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# REVIEW + PROCESS

PHASE	TIME	MATERIALS
JOURNAL SORT DECIDE PRIORITIZE CREATE	15 - 30 MINUTES	YEARLY RECAP HEADPHONES FOCUS MUSIC

# REVIEW + PROCESS

## PHASE: SORT

- 1.** After completing the BRAIN DUMP: journal phase, go back through and highlight the key parts that stand out to you. There's no right or wrong way to do this and it's very individualized. You will be the only one who knows what's most important, so don't think too hard, go with your gut.
- 2.** Now we're going to sort these key parts that have been highlighted into what worked, what didn't work and any adjustments you'd ideally like to see in your next year. Try not to think too far ahead of how these adjustments will be executed but rather stay focused on the sorting task and any gut adjustments that pop up.
- 3.** I like to set a timer for 15-30 minutes on my phone, put on my headphones with some good focus jams and get into a flow doing this work . But you do you.
- 4.** Sort the different key highlighted parts into their perspective boxes in either one of the templates provided [you don't need to use both]...or make your own based on what makes sense to your brain. Things might come up that weren't initially in your recap + that's great. If it feels important note it down. For example: maybe you would rather work on certain tasks or projects at a certain time of year or maybe you'd like more time for certain projects or maybe you'd like to have less work during certain times.
- 5.** Sorting in this way encourages our natural focuses to float to the top, making it easier to decide a direction and create a plan based on the effort we've already put in. Rather than starting over or using someone else's goals we get the chance to spiral in + build on what we've already created, quit what isn't helping and find more clarity on how to pivot.

## NEXT PHASE: DECIDE



# REVIEW + PROCESS

never stop adjusting with awareness - make choices - take effective action

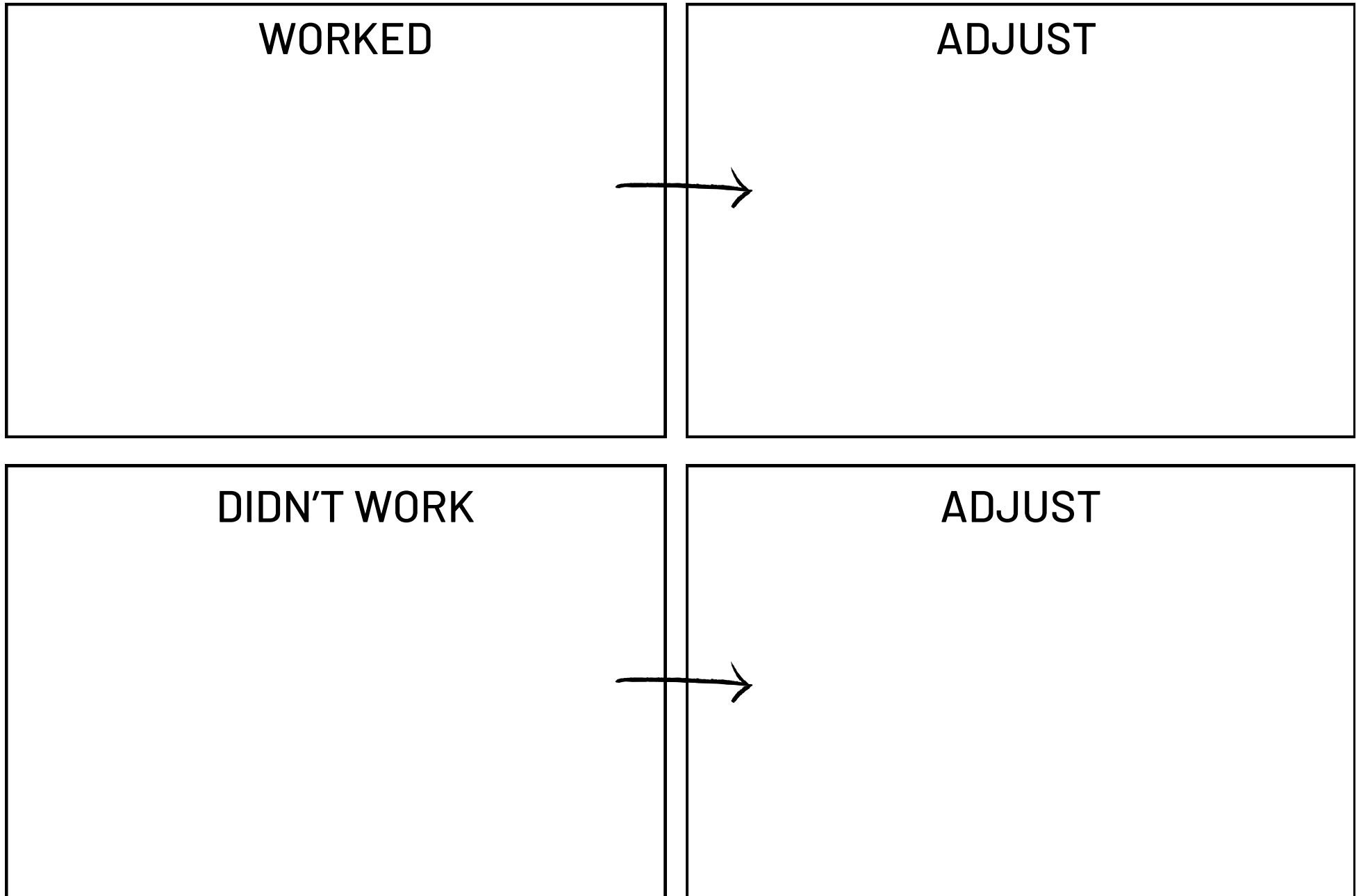
**WORKED**

**DIDN'T WORK**

**ADJUST**

# REVIEW + PROCESS

never stop adjusting with awareness - make choices - take effective action



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# SEASONAL PATTERNS

PHASE	TIME	MATERIALS
JOURNAL SORT DECIDE PRIORITIZE CREATE	30-45 MINUTES	REVIEW + PROCESS HEADPHONES FOCUS MUSIC

# SEASONAL PATTERNS

Finding seasonal patterns of your work flow

- 1.** We're going to be both, finding and creating, seasonal patterns of work modes that compliment you and your life. Work modes are based on different seasonal energies will naturally support + encourage different kinds of work.
  
- 2.** Pulling from your REVIEW + PROCESS and using one of the templates provided write in the key things that worked well, in the appropriate monthly boxes or general time frames.  
  
**2a.** I personally like the monthly grid template option but there's a more general quarterly view and also a create your own option as well. Use what feels good to you or make something entirely new based on what works for you. The boxes are intentionally small and the limits of the paper are beneficial. These are natural boundaries that help us decide the few tasks we want to put our energy towards.
  
- 3.** Pulling from your REVIEW + PROCESS look at the things that didn't work so well and the adjustments you'd like to ideally see. Write the new ideal things in the appropriate monthly boxes in the general time frames they might work best for you and your life.
  
- 4.** Review your SEASONAL PATTERNS, month by month, imagining you're in that month, and see how it feels to be doing the tasks you have listed. Make any adjustments as needed.

# YEARLY PLAN GRID VIEW

Finding seasonal patterns of your work flow

JAN	FEB	MAR
APR	MAY	JUN
JUL	AUG	SEP
OCT	NOV	DEC

# YEARLY PLAN GRID VIEW

Finding seasonal patterns of your work flow

JAN FEB MAR

APR MAY JUN

JUL AUG SEP

OCT NOV DEC

# YEARLY PLAN GRID VIEW

Finding seasonal patterns of your work flow

LIST MONTHS HERE	

## ALIGN TASK DESIGNER

# CREATE CATEGORIES

PHASE	TIME	MATERIALS
JOURNAL SORT DECIDE PRIORITIZE CREATE	30 MINUTES	YEARLY RECAP OR SEASONAL PATTERNS HEADPHONES FOCUS MUSIC



# CREATING PRIORITIES BY CATEGORIES

creates gentle friction with natural boundaries + requires intentional decisions

**1.** List out all categories that fill your time. This can be pulled from the SEASONAL PATTERNS or RECAP

EXAMPLE LIST:  
collection release  
market  
studio  
systems  
social share  
website  
custom work  
prototyping

**2.** Label each box with a category. Some categories will be so similar they might want to share a box.

IF THIS FEELS  
OVERWHELMING MAYBE  
SET A TIMER FOR 15-20  
MINS, TURN ON YOUR FAV  
JAMS + WORK UNTIL YOU  
GET TO QUIT.

**3.** What size box a category gets is based on how important it is. This can be based on ROI [return on investment], sales, excitement, or whatever floats your boat.

**4.** Split boxes as necessary to fit all the categories

**5.** Once all your categories are boxed, go back and detail out what kind of tasks are included in these categories. The more detail the better but don't think too hard. Come back to it as needed.

# CATEGORIES

the bigger the priority-weight-impact, the bigger the box. divide as necessary.

YOUR CATEGOREY HERE	YOUR CATEGOREY HERE	YOUR CATEGOREY HERE	

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# DRAFT A MESSY PLAN

PHASE	TIME	MATERIALS
OVERVIEW JOURNAL SORT DECIDE PRIORITIZE CREATE	60 MINUTES	YEARLY RECAP OR SEASONAL PATTERNS HEADPHONES FOCUS MUSIC

# ALIGN TASK DESIGNER

## PHASE: CREATE

CURRENTLY NO PRINTABLE FOR THIS PHASE.

My perspective for this part is based on my love of the 12 WEEK YEAR method, where new focuses are created every 12 weeks instead of yearly. I love the flexibility of 12 weeks [or less sometimes]. It helps me get something on paper, because it doesn't feel like that big of a commitment, rather than putting the planning off.

The idea is to note what we ideally want for our lives when we've had time to be intentional and proactive about the decisions.

This is where you embrace your current, most favorite planner, calendar or scheduling tool or app. Using the seasonal patterns, prioritized tasks and categories pick and choose which ones feel most applicable to your next few months. You can move these elements to their ideal time frame [quarter, month, weeks or days].

This is not set in stone and it 100% adjustable.

Getting something on paper is better than over thinking and not finishing this part...trust me. I still, myself, am practicing to draft a messy plan because I'm afraid that I won't follow to a T.

The point here is not to be accurate on what you plan, the point is to have some sort of intention that you can adjust as life happens.

By taking the time to write out a possible plan of action we're automatically loading our subconscious to gear our focus towards these things. I've been surprised a few times in the past with this. More than once, I've completed a plan that I didn't really look at let alone 'follow'. However, when I dug it back out I was excited to see I had accomplished several tasks/goals I had written down.

The power of intention is pretty amazing for building a beautiful life.

NEXT PHASE: RECAP IN 12ISH WEEKS