

wandering
aimfully

Un-boring

Group Coaching Workbook

Productivity & Processes For You To Thrive 🧑💻 🌱 🧑💻

IT'S THE COOLEST CLUB ON THE INTERNET!*



*ACCORDING TO A FOCUS GROUP OF 2-US! 👍

A QUICK NOTE FROM US:

There is no one-size-fits-all solution to productivity.

You are completely unique, and therefore your system and how you work best will be unique too. However, there are a few key principles we've discovered over time that we feel are pretty universal, and we hope in teaching you those principles, you're able to develop a system that helps you get more done with less stress.

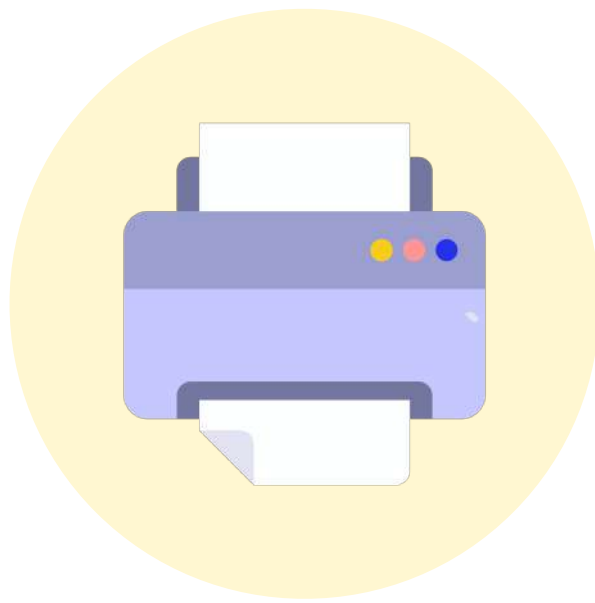
What we hope you'll remember throughout this month's session is: your work output does NOT define your worth. When we say "productive," all we really mean is: are you spending your time taking actions that align with your bigger goals and values. That could mean work stuff, but it could also mean rest, hobbies, family, etc.

To be productive merely means to be making progress on the things you care about. And we hope this workbook helps you do just that, regardless of whatever tools you decide to use!

Now...let's get to it!

Jason and Caroline





Ps. Just a note if you want to print this puppy out. If you couldn't tell, we love COLOR. However, for the exercise pages we did our best to keep things printer-friendly. We recommend using the Printer Settings to select only the pages you plan to write on and skip the ones that have the big illustrations and background colors!



Your Commitment Contract



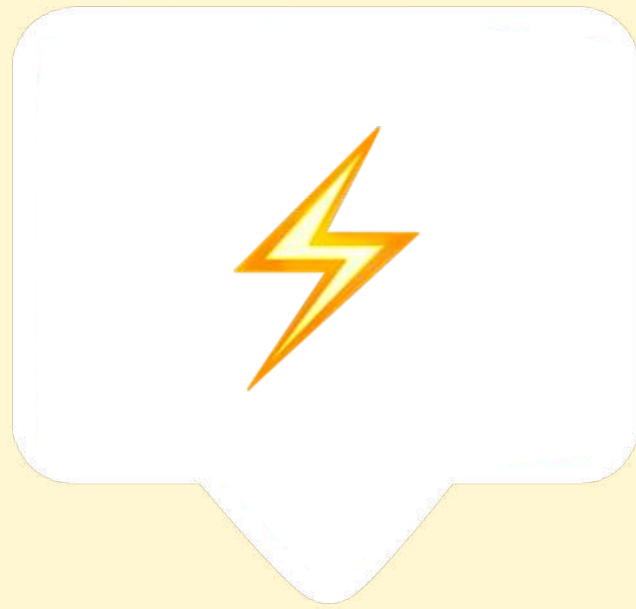
I, _____ ,
WRITE YOUR NAME HERE!

commit to show up for this coaching session ready to learn about productivity and how I can create the right conditions to move my projects and goals forward and THRIVE! I promise this workbook will NOT be another PDF collecting dust on my desktop. I will either print this out right now and have it ready before I watch the Coaching Session OR I will open it in my app of choice and use it during and after the Coaching Session. Also, my favorite productivity app or tool right now is:

YOU MUST CHOOSE!



SIGN HERE!



Action Plan

Strategy is nothing without execution

Action Plan Steps

This list will tell you EXACTLY how to put what you learned into action and what pages of this workbook are associated with each step!

PRODUCTIVITY & PROCESSES

- ☐ Start by reviewing the **Productivity Principles** and establishing how you'll work these into your current workflow (pg 7)
- ☐ Use the **Your Planning Plan** worksheet to clearly decide when and how you'll do periodic check-ins to connect your tasks to your bigger goals (pg 8)
- ☐ You can use the **Year At a Glance** worksheet to plan out the rest of the year if you didn't do one at the beginning of the year, OR consult your original yearly plan and see if any projects or plans need to be prioritized before the end of the year (pg 9)
- ☐ If you don't have your own template, use the **Monthly Planning Worksheet** as your monthly check in tool to stay on top of your intentions and get clear on your focus each month (pg 10)
- ☐ Use the **Project Planning Worksheet** and our PEWT process to break down a project idea into bite-sized tasks and estimate the time associated (pg 11-13)
- ☐ To evaluate when your energy is at its peak alignment, fill out the **Charting Your Rhythms** worksheet and find your optimal times of the year, month, week and day (pg 14-15)
- ☐ Protect your time by filling out the **Establishing Your Boundaries** worksheet (pg 16)
- ☐ Commit to any **Habits & Routines** you want to implement daily and weekly in order to support your productivity and bigger goals (pg 17)

Productivity Principles



In business and life, what did you do, make, accomplish, evolve into or experience this year **that you enjoyed?** If it helps, write out each month and go back through your Camera Roll to jog your memory!

1. Schedule regular, periodic **planning**, to make sure what you're working on matches your big values/goals.

☐ I already am implementing this principle.

☐ I plan to implement this principle by:

2. Break down every project and idea into **individual small tasks** and write. down. everything.

☐ I already am implementing this principle.

☐ I plan to implement this principle by:

3. Assign every single task a **DO DATE** so you know when you plan to do it (and carry forward every overdue task.)

☐ I already am implementing this principle.

☐ I plan to implement this principle by:

4. Find a weekly & **daily tracking system** for how you want to accomplish your tasks that fits your unique work style.

☐ I already am implementing this principle.

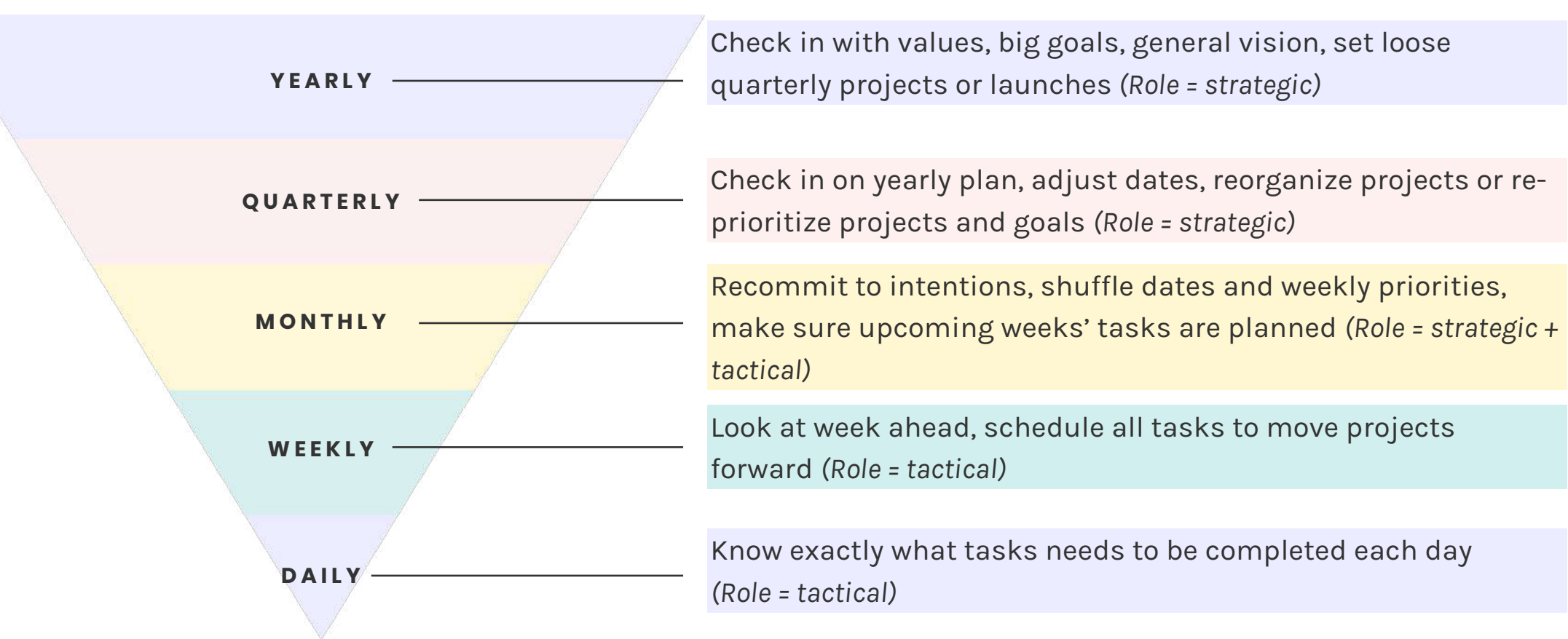
☐ I plan to implement this principle by:

Your Planning Plan 😂 LOL



Okay so we get that filling out a PLAN for when you’re going to PLAN is a little nuts, but... that’s how important planning is! If you’re not checking in with your big vision and plan on a regular basis, it’s all too easy to get off track and start working on things that aren’t actually moving you closer to the life you desire. So use this page to get clear on WHEN you will do these periodic check-ins, and what tools you’ll use to capture the info.

As a refresher, here’s how we think about the role of each periodic check-in and how we move from big picture, strategic plans to granular, tactical action items.



What Tool I'll Use to Plan:		When I'll check in:
Example	Asana	Sunday mornings
Yearly		
Quarterly		
Monthly		
Weekly		
Daily		

PLANNING YOUR
Year At A Glance



JULY						
S	M	T	W	T	F	S
			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	31	

AUGUST						
S	M	T	W	T	F	S
						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	31					

SEPTEMBER						
S	M	T	W	T	F	S
		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			

OCTOBER						
S	M	T	W	T	F	S
				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	31

NOVEMBER						
S	M	T	W	T	F	S
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					

DECEMBER						
S	M	T	W	T	F	S
		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	31		

THIS, MONTH I WANT TO FOCUS ON:		
PLANNING	CREATING	LAUNCHING

THIS, MONTH I WANT TO FOCUS ON:		
PLANNING	CREATING	LAUNCHING

THIS, MONTH I WANT TO FOCUS ON:		
PLANNING	CREATING	LAUNCHING

THIS, MONTH I WANT TO FOCUS ON:		
PLANNING	CREATING	LAUNCHING

THIS, MONTH I WANT TO FOCUS ON:		
PLANNING	CREATING	LAUNCHING

THIS, MONTH I WANT TO FOCUS ON:		
PLANNING	CREATING	LAUNCHING

REVENUE GOAL
KEY DATES

REVENUE GOAL
KEY DATES

REVENUE GOAL
KEY DATES

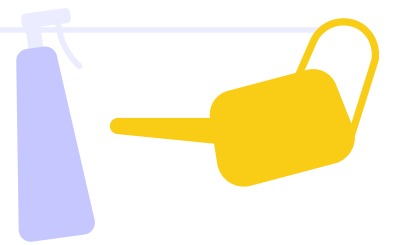
REVENUE GOAL
KEY DATES

REVENUE GOAL
KEY DATES

REVENUE GOAL
KEY DATES

Psst: Don't forget to put an event on your calendar to check in on this plan quarterly!

Monthly Planning Worksheet



DATE:

PAST MONTH REFLECTION

WHAT WENT WELL 👍

In business and life, what did you do, make, accomplish, evolve into or experience this year **that you enjoyed?**

WHAT DIDN'T GO WELL 👎

In business and life, what did you do, make, accomplish, evolve into or experience this year **that you did NOT enjoy?**

INTENTIONS/GOALS CHECK-IN 🎯

What intentions or goals did you set for the month and did you accomplish them? Why or why not?

UPCOMING MONTH:

PROJECT FOCUS 🔍:

GOALS/INTENTIONS 🎯:

KEY DATES 📅:

Project Planning Worksheet



Use this template to start planning any project that you want to undertake. Use the PEWT process to break down your idea into actionable tasks, and evaluate whether you have the time to execute on it.

PURPOSE:

GOAL/OUTCOME:

How does this project fit in to the vision you set for your year/quarter?

PLAN

Use this area to brain dump any and all thoughts related to this project and how it is starting to shape in your mind.

KEY DATES/DEADLINES:

Project Planning Worksheet



ESTIMATE & TRACK

Break down your big project idea into each individual task you'll need to complete for this project. (You can do this in worksheet form, OR we recommend using a task managing app or master task list so you can keep track digitally!) Then, if you DO decide to move forward with your project, be sure to update your actual time spent so you can compare to your estimate and get better at time estimating in the future!

Task	Estimated Time	Actual Time

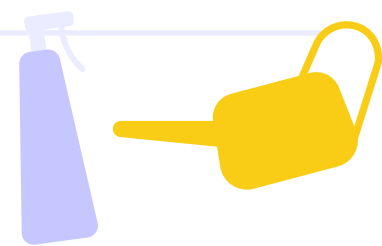
Project Planning Worksheet



WIREFRAME

In the past, we’ve found that a lot of our projects involve designing a sales page or website presence of some kind. Often it’s helpful to start brainstorming or visualizing the web assets you need to create because you’ll also find tasks that weren’t in your initial task dump/time estimate. Use these templates to draw out wireframes for your project if you need them and update your task list accordingly.

Charting Your Rhythms



To maximize your productivity, it helps to know when your own personal energy rhythms are higher or lower. We find this often happens in a cyclical way. Think about your feelings and energy levels across the year, the month, the week and even each day and make notes across each one loosely to label when your energy is high, medium or low.

YEARLY

Do you have a busy season or slow season with your business? Do you find that you’re motivated during certain seasons and more low key during others? Label your energy level for each month or across months so you can plan your year in alignment with this rhythm.

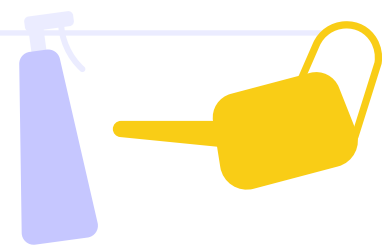
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

MONTHLY

Are there certain recurring phases of your business that happen on a monthly basis? And does this affect your energy through the month? If so, label it on the example calendar below:

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	31				

Charting Your Rhythms



WEEKLY

Do you find yourself more motivated on certain days versus others? Can you identify which days you want to work on which kind of tasks?

MON	
TUE	
WED	
THU	
FRI	
SAT	
SUN	

DAILY

When do you find yourself most energetic and focused throughout the day? And when do you find yourself very distracted or tired?

7AM	
8AM	
9AM	
10AM	
11AM	
12PM	
1PM	
2PM	
3PM	
4PM	
5PM	
6PM	
7PM	
8PM	
9PM	

HORMONE CYCLE

If you’re someone who ovulates, you might notice that your hormone cycle impacts your energy levels and productivity. Make notes on how you feel at each stage of your cycle:

Phase	Maybe:	How Do You Often Feel:	Focus On:	Avoid:
Menstrual/ “Winter” (Cycle Days ~1-6)	Feel: Low Energy, Cozy Focus: Reflecting, Resting, Optimize			
Follicular/ “Spring” (Cycle Days ~7-12)	Feel: Growth Energy, Creative Focus: Planning/Research			
Ovulation/ “Summer” (Cycle Days ~13-19)	Feel: High Energy, Powerful Focus: Creating, Communicating			
Luteal/“Fall” (Cycle Days ~20-28)	Feel: Contracting Energy Focus: Problem Solving, Solo Work			

Establishing Your Boundaries



If you want to execute on all the awesome ideas you have, you are likely going to have to protect your time and energy with boundaries. This is a way to ensure that other people’s wants/needs don’t encroach upon your own wants/needs to the point where you don’t get anything done.

CURRENT NON-NEGOTIABLES

These are boundaries that are currently in place or you’re actively working on and necessary for your day or week to function.

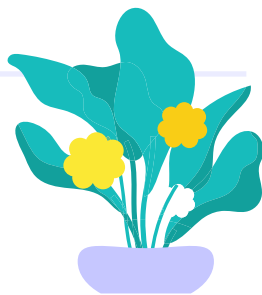
Boundary	How I plan to enforce it:
Ex: No meetings on Mondays	Make Mondays unavailable on Calendly

FUTURE BOUNDARIES

These are boundaries that you want to work toward that would be nice to have and create more space in your day or week.

Boundary	How I plan to enforce it:
Ex.) Only check email once in morning and once in afternoon	Keep email app closed and turn off notifications

Habits & Routines



Habits & routines act as support for the goals and values you want to prioritize in your life. If you can start implementing certain actions on a consistent basis, this can help you be more productive toward those larger goals.

SIMPLE MORNING ROUTINE ☀️

Your morning routine doesn't have to be long and time consuming to be effective. Ask yourself:
What 3 small actions would start your day feeling the way you want to feel?

1
2
3

DAILY/WEEKLY HABITS 🌀

What about daily or weekly habits? Write down the things you do habitually now to support your big goals or list a few that you want to try to start folding into your routine.

1
2
3
4
5
6
7
8
9
10



Loving this workbook?

You know the drill!

Screenshot a page or two and share on Instagram (be sure to tag us, @wanderingaimfully!)

We take a lot of time and effort into making this resource extremely valuable (and pretty!) and we hope you'll consider spreading the word to your business owner friends so they can find out about **Un-Boring Group Coaching!**



Putting this into action:

Things aren't likely to get done unless you decide WHEN to do them! There is A LOT we threw at you in this month's session and having a step by step plan is KEY to actually executing it. Go through the action steps again and break each one down by tasks. Then fill out your action plan and put those on your calendar!

⚡ Four-Week Action Plan ⚡

WEEK ONE:

Task	Date I Will Complete This	Complete?
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

WEEK TWO:

Task	Date I Will Complete This	Complete?
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

⚡ Four-Week Action Plan ⚡

WEEK THREE:

Task	Date I Will Complete This	Complete?
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

WEEK FOUR:

Task	Date I Will Complete This	Complete?
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>



You did it!

You made it all the way through the workbook! Did you take action and fill out each page? We hope so. Share a few screenshots of your favorite pages and tag us @wanderingaimfully over on Instagram. No need to keep Un-boring Group Coaching all to yourself! 😊