

Stay Present & Monetize Your Content During The Holidays

We've included a downloadable checklist as well as a worksheet and Mindfulness Content Calendars to help you get started with Holiday Survival 101 this season.

HOLIDAY SURVIVAL CHECKLIST

10 Steps for a Clear and Present 'Planning' Mind During the Holiday Season

- SIMPLIFY YOUR TASKS:** SIMPLIFY YOUR TASKS AND MAXIMIZE YOUR TIME DURING THE HOLIDAY SEASON BY UTILIZING TOOLS LIKE **PLANOLY**, **@STORIESEDIT**, & OUR NEW **PIN PLANNER**. SPEND LESS TIME ONLINE AND MORE TIME OFFLINE.
- CREATE AN EFFICIENT WORKFLOW:** MAP OUT YOUR TASKS AHEAD OF TIME, AND OUTLINE YOUR TASKS BASED ON PRIORITY. THIS WILL HELP YOU STAY ONE STEP AHEAD DURING THE SEASON.
- PRIORITIZE YOUR TIME:** PRIORITIZE YOUR TIME SO THAT YOU CAN STAY FOCUSED, BUT NOT OVERWHELMED. CARVE SLOTS ON YOUR CALENDAR FOR MINI-BREAKS IN BETWEEN YOUR WORK.
- TAKE SELF-CARE BREAKS:** SPEAKING OF BREAKS, INCORPORATING SELF-CARE BREAKS INTO YOUR CALENDAR WILL HELP CLEAR YOUR MIND. TAKE A WALK, READ A FEW PAGES OF A NEW BOOK, GO GRAB A COFFEE, ETC.
- SCHEDULE CONTENT IN ADVANCE:** SCHEDULE OUT ALL IG, IG STORIES, AND PINTEREST CONTENT IN ADVANCE BY USING **PLANOLY** AND OUR **PIN PLANNER**.
- DON'T OVERBOOK YOURSELF:** DON'T BOOK YOUR SCHEDULE TO THE BRIM DURING THE HOLIDAYS. MAKE ROOM FOR BOTH WORK AND PLAY.
- PRACTICE MINDFUL WORKDAYS:** THINK THROUGH EACH TASK MINDFULLY, AND MAKE A LIST OF THE THINGS YOU WANT TO GET OUT OF THEM.
- SAY NO TO MULTI-TASKING:** COMPARED TO POPULAR BELIEF, MULTITASKING ISN'T ALWAYS THE BEST THING FOR A FOCUSED MIND. IT CAN HINDER CREATIVITY.
- CELEBRATE EVERY WIN:** TAKE NOTE OF ALL OF THE LITTLE VICTORIES ALONG THE WAY, AND LET THEM FUEL YOU TOWARDS FUTURE GOALS.
- PLAN FOR TOMORROW:** CREATING ADDITIONAL CONTENT, AND BRAINSTORMING WHAT YOU'D LIKE TO WORK ON NEXT ARE GREAT WAYS TO PLAN FOR TOMORROW.

HOW TO APPROACH HOLIDAY PLANNING MINDFULLY

A space for notes to include mindfulness practices for each task during the holiday season.

Add in the content you have planned for that day (blog post, IG post, etc.) as well as what you plan to do as your Self-Care Break (such as grabbing a cup a coffee, going for a walk, etc.)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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SETTING MINDFUL INTENTIONS

A space for notes to include mindfulness practices for each task during the holiday season.

DATE: INCLUDE THE DAY OF THE MONTH BELOW FOR YOUR TASK	TASK: DESCRIPTION OF THE TASK AHEAD	STRATEGY: THE STEPS NEEDED TO FINISH THIS TASK	GOAL: HOW TO APPROACH THIS TASK MINDFULLY AND THE OUTCOME AND INTENTION FOR THIS TASK



JOT DOWN YOUR NOTES

feel free to use this page to jot down your notes or ideas