

MIND BODY SOUL

QUARTERLY PRIORITY PLANNER

by:

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THE DREAM BEHIND
MIND BODY SOUL PLANNER

I am true to my astrological sign, Virgo. I thrive in plans and routine, but what you may not know about Virgos is that when we are overwhelmed, over stimulated we become paralyzed and unable to compartmentalize. Trust me when I say, I've tried my fair share of planners. So why am I making my own, you ask? I'm a creature of habit and when I find a planner that has a great number of working systems, I use it. The problem, is soon they stop publishing them, change in style and on and on. I'm done looking and am here to create. I'm creating a style of planner that can help your "pen to paper" process. One to articulate your plan of action, while also being aware of making time for rest and leisure. I know it's hard to have all areas of your life balanced, some seasons we are able to do so, while others may have areas that take precedence.

Many moons ago I got into 'Bullet Journaling' and I always made three categories: Mind, Body, Soul. The Mind area was consumed with structuring tasks and projects for work. The Body area, is obviously finding ways to nourish the body in movement, healthy food choices, but not depriving oneself of festive food (especially during the holidays). The Soul area was always my favorite, as it was the area where I listed fun passion projects, hobbies, social events, daily gratitude and spiritual practices worth doing over and over. As time passed, Bullet Journaling took too much time to do and I resorting back to finding the best printed planners. Yet I still incorporated those themes within my planners.

As a creative and not having a regular nine to five, I need to incorporate structure in my hours, tasks etc. and it always begins with "pen to paper". This is what I've created. Simple and clear systems to construct your months, weeks and days. While also leaving room to record life's moments that inspire you and have pages to reminisce on. It's always incredible to read just exactly when your latest manifestation was cultivated.

Wish Big,

C

Examples of how I use the intro weekly pages |

Weekly PLAN

September 4th- 10th

THIS WEEK'S DATES

MANTRA OF THE WEEK : _____

TOP 5 PRIORTIES THIS WEEK

Priority 1:	due:
<i>Finalize holiday set designs</i>	<i>9/4</i>
Priority 2:	due:
<i>Meeting with Photographer</i>	<i>9/7</i>
Priority 3:	due:
<i>Self-Tape Request</i>	<i>9/7</i>
Priority 4:	due:
Priority 5:	due:

TO DO'S:

- print sides*
- create mood boards*
- pick paint swatches*
-

1

Write out the dates for the week

2

Choose a mantra for your week to help you set intentions and the tone for the week ahead.

Examples of how I use the intro weekly pages |

Weekly

at a glance

Mind

September 4th- 10th

THIS WEEK'S SCHEDULE

MORNING

AFTERNOON

EVENING

Body & Soul

health & wellness | personal projects

MORNING

AFTERNOON

EVENING

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
			<i>finalize sets</i>			
			<i>film self-tape</i>			
			<i>meeting w/ photog</i>	<i>self-tape due</i>		
				<i>date night</i>		
						<i>dinner at parent's</i>

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<i>5am club, weekly card pull, journal</i>				<i>stretch</i>		
<i>5am club, journal</i>				<i>yoga</i>		
<i>5am club, journal</i>		<i>chiro</i>		<i>stretch</i>		
<i>5am club, journal</i>				<i>yoga</i>		
<i>5am club, journal</i>		<i>garden (prune)</i>		<i>date night</i>		
<i>journal, breakfast w/fam</i>		<i>garden (plant)</i>				
<i>journal, fresh market w/fam</i>		<i>park & picnic</i>		<i>dinner w/fam</i>		

1

Write out the dates for the week.

2

See your full week at a glance. Fill out set projects, appointments and/or events in their preferred time blocks.

3

See your where your time to nourish your body and feed your soul should go. Place them in your preferred time block.

Examples of how I use the daily pages |

Daily Friday 9/8/23
PRIORITIES DAY DATE

MIND BODY SOUL | checklist

- dedicate one hour of "me time"
- move your body for 30 min
- hydrate: drink half your body weight in ounces of water
- practice daily gratitude
- personal development: read, craft, work on a new skill

AFFIRMATION OF THE DAY
I show up no matter what!

Today's **TOP 3 TASKS**

what:	when:
<input checked="" type="checkbox"/> pick out color swatches for holiday sets	before 3pm
<input type="checkbox"/> zoom meeting for #frightfemmes	3:30pm
<input type="checkbox"/> date-night with hubs	7:30pm

today I'm grateful for...
baby learned to clap.

today I'm releasing...
the worry of what I can't control.

① Weekday and date goes here, maybe some seasonal sticker too!

② What message do you need to push through today. I personally seek a card from my favorite oracle decks.

③ Start your day with already completing tasks within the first few hours of waking.

④ Just before you go about your errands for the day, what are you grateful for? Now let's make space mentally and emotionally by releasing something that no longer serves you.

Examples of how I use the closing weekly pages |

The image shows a weekly review page from a planner. At the top left, the word "Weekly" is written in a large, cursive font, with "REVIEW" in a smaller, sans-serif font to its right. Below this, the page is divided into several sections, each with a grey header box and a list of entries, each preceded by a small grey circle. The sections are: "TASKS COMPLETED", "TASKS ROLLED OVER", "NEW DISCOVERIES & CHALLENGES", and "GOALS ACHIEVED". At the top right, there is a section titled "ANOTHER WEEK IN THE BOOKS" with a grey box below it that says "DESCRIBE YOUR WEEK IN 3 WORDS :". To the right of the page, there are four numbered callouts (1, 2, 3, 4) with arrows pointing to specific entries or sections. Callout 1 points to the "ANOTHER WEEK IN THE BOOKS" section. Callout 2 points to the "TASKS ROLLED OVER" section. Callout 3 points to the "NEW DISCOVERIES & CHALLENGES" section. Callout 4 points to the "GOALS ACHIEVED" section.

Weekly REVIEW

ANOTHER WEEK IN THE BOOKS

DESCRIBE YOUR WEEK IN 3 WORDS :

TASKS COMPLETED

- *designs approved*
- *last quarter content schedule drafted*
-

TASKS ROLLED OVER

- *set props ordered*
-
-

NEW DISCOVERIES & CHALLENGES

- *journaling is more consistent in the am*
- *baby's teething and changing sleep schedule*
-

GOALS ACHIEVED

- *finished 21 day gut health cleanse*
- *got a callback!*
-

1

Cheers! You just made it through a week, let's take a look at the wins and woes and charge ahead!

2

Sometimes we don't get it all done and the week ahead will come in clutch.

3

What worked, what didn't, what surprised you this week.

4

Celebrate the big and little achievements!

Our mind, body and soul, equally need to be fed on the daily. Here are my examples of what I note, list and keep track of for the months ahead:

focus the **MIND** |

- "me time" hour in the AM
- set up work week schedule every Sunday
- Set up busiest work days Mon-Wed

notes:

me time: workout, journal, slow coffee, plan

more likely to commit to me time if done in AM

nourish the **BODY** |

- Drink half your body weight in ounces, **HYDRATE!!!**
- Mon-Frid commit to clean-ish meals
- Repeat Gut Reset Cleanse every quarter

notes:

having my tumbler in my eyeline keeps me committed to hydration

gut cleanse helps me commit to meal planning.

feed the **SOUL** |

- Projects: Gardening, Painting, Meditation, Gratitude
- Spiritual Rituals, family time / Date night
- Travel or Staycation once a quarter

notes:

quarterly travel rejuvenates me

family outdoor activities & date night break up the week

Projects minimum 3x a week

Now take the next few pages to list and note all things that work for your **MIND, BODY and SOUL**



When I spoke about the dream behind this planner, I mentioned the three areas of focus: **MIND, BODY, SOUL**. Whenever a new time period approaches i.e., quarterly, monthly, weekly. I have a few rituals that I incorporate to prepare. Rituals can be practical practices or metaphysical ones. I know that not everyone incorporates spiritual work, so I wanted to express both style of rituals that in the end cultivate positive energy within your **MIND, BODY** and **SOUL**.

CLEAN & ORGANIZE- Whether your home, office, studio etc. it's important to clean and organize your spaces. Taking the time to do so allows you to declutter your mind. Every quarter and month I like to take the time to recognize anything in the home that is taking up space and not being put to use. It's time to donate, throw out or rehome anything that has no purpose anymore. A few times a week is dedicated to traditional cleaning chores. On the daily, we all have quick cleaning chores, but try dedicating thirty minutes to an hour of organizing a corner or drawer. When you stick to this schedule, you'll allow free flowing positive energy versus having any opportunity for negative energy to get stuck.

SACRED SMOKE- Burning sacred smoke is the practice of burning natural materials with the intention to cleanse a space and bring in high frequency energy. I recommend doing this post organizing and cleaning your spaces.

JOURNALING- Journaling is a great practice that allows you to reflect on life's moments and gratitude, revisit memories, or just vent on a day or subject that has been consuming you. Pen to paper of your thoughts, allows you to compartmentalize heavy moments and highlight the wonderful occurrences in everyday life.

CRYSTAL WORK- There are so many types and spiritual meanings associated with crystals. I love their beauty and mystery that lie within. You can place crystals with your desired spaces to bring in specific energy, or carry or wear your crystals to cultivate their specific properties all day long. Visit your local metaphysical shop and see which crystals calls to you and then read their meaning. Always a great way to start your crystal ritual journey.

MANIFESTING- Something you may hear circulating on social or within public figures that lean towards positive and a productive mindset. Every month, focus on honing in on what you want, plant the seeds, work towards your goals. With every choice being intentionally geared to manifesting all the things you want to come true. I often work with the mantra "I AM ____." and with the phases of the moon. On the next page learn about how each moon phase can help you navigate and achieve your short- and long-term goals.



Working With The Phases of The Moon

(There are a total of 8 phases, but let's focus on these 4)

New Moon | First day of the Lunar Cycle and when the moon itself is dark. A foreshadowing moment of looking within oneself. This is the time to plant seeds, to write down your intentions for the course of the entire moon's cycle. What do you wish to come to fruition? What do you want to manifest? Whether in personal growth, career, love etc. you'll spend the next cycle working towards those milestones and shifts. Write your intentions, meditate to oneself or speak aloud in the darkness of the new moon and you can do a few things after that:

- Burn the list, let go and let Divine Power take over.
- Save the list in a sacred space where no one else will disrupt it.
- Bury the list in the earth, as though it were seeds itself, in a space where it won't be disrupted.

First Quarter | Now that you know where your focus is after listing your intentions, this is the time to solidify your habits. Try all the things that you feel could help reach your milestones and shifts in the right direction. Keep focused, keep going. Make sure you dedicate some time each day to either meditate on your manifestations or journal them.

Full Moon | When the moon is full, at its peak in the cycle and shines with abundance and luck. Now is the time to review the intentions you set at the beginning the moon's cycle. What habits and systems have you set in place that are working towards your milestones. What is working? What is not? The full moon reminds us of two things, to celebrate all and any achievements and to let go what is no longer serving us. If you feel that one of your intentions isn't working or the way you are going about it isn't helping you manifest that intention, time to drop it. Doesn't mean you can't revisit it, or doesn't mean something else is being cultivated in your favor. Be honest with yourself and only continue with what is working for you.

Last Quarter | As you approach the end of the lunar cycle, take this time to keep internalizing the manifestations that are happening in front of you. Tap into your knowing of what feels right in achieving success in your milestones. Review the shifts that got you there. Possibly revisit your list of intentions and either keep working on the same goals to maintain and find further growth from said goal, or get ready to apply new goals that have now come from your latest manifestations.

Examples of how I use the intro weekly pages |

Weekly PLAN

September 4th- 10th
THIS WEEK'S DATES

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TOP 5 PRIORTIES THIS WEEK

Priority 1:	<i>Set Designs for Photographer</i>	due:
Priority 2:	<i>Marketing content for holiday baskets</i>	due:
Priority 3:		due:
Priority 4:		due:
Priority 5:		due:

MIND BODY SOUL | daily checklist

<input checked="" type="checkbox"/> dedicate one hour of "me time"	X	X						
<input checked="" type="checkbox"/> move your body for 30 min	X	X	X					
<input checked="" type="checkbox"/> hydrate: drink half your body weight in ounces of water	X							
<input checked="" type="checkbox"/> practice daily gratitude	X	X	X					
<input checked="" type="checkbox"/> personal development: read, craft, work on a new skill	X							

1

Write out the dates for the week.

2

See the week's top priorities and their due dates all in one place listed.

3

My personal favorite checklist you can go back to each day (Mon-Sun) and log if you made time for you Mind, Body, Soul