



## Welcome to D\*I\*Y Planner 2.0!

You are looking at the main template file for the **D\*I\*Y Planner** kit, developed by Douglas Johnston of [a million monkeys typing](#). In this package, you will also find files for covers, creating receipt envelopes, and printing GTD diagrams. If you haven't already, please take some time to peruse the included Handbook: it describes how to print and use these templates, and gives suggestions on how best to set up a basic **D\*I\*Y Planner** system.

The most recent version of this package can always be found at:  
<http://www.douglasjohnston.net/templates/>

The designer welcomes suggestions for modifications to these forms, as well as for new ones in future versions. Stay tuned to his [website](#) for more templates, more covers, more gear, and seemingly random musings from a primate mind.

### Legal Rights & Disclaimers

These templates, covers, and accompanying documentation are ©2004-2005 Douglas Johnston, email [douglasjohnston@gmail.com](mailto:douglasjohnston@gmail.com).

This package is released under the terms of the Creative Commons license at:  
<http://creativecommons.org/licenses/by-nc-nd/2.0/>

They are therefore free of charge for personal use. Distribution or commercial printing without the expressed written permission of the designer is forbidden.

The diagrams in the file `diyplanner2_gtd.pdf` are from the David Allen Company website, and do not fall under the above copyright or license. They are included as a courtesy, simply resized and positioned to fit a 5.5"x8.5" planner, and are subject to removal at a later date. See the notices on each page for credits and ownership, and the Handbook for direct download links.

Certain templates are inspired by the writings of David Allen and Stephen R. Covey, among others. These are noted with a by-line at the base of the page. Ideas implemented within these forms are used to encourage usage of these systems, and may contain elements under copyright or trademark. If you would like to make the most of these templates, buy their books! (See the accompanying Handbook for more information.)



## Welcome to D\*I\*Y Planner 2.0!

You are looking at the main template file for the **D\*I\*Y Planner** kit, developed by Douglas Johnston of [a million monkeys typing](#). In this package, you will also find files for covers, creating receipt envelopes, and printing GTD diagrams. If you haven't already, please take some time to peruse the included Handbook: it describes how to print and use these templates, and gives suggestions on how best to set up a basic **D\*I\*Y Planner** system.

The most recent version of this package can always be found at:  
<http://www.douglasjohnston.net/templates/>

The designer welcomes suggestions for modifications to these forms, as well as for new ones in future versions. Stay tuned to his [website](#) for more templates, more covers, more gear, and seemingly random musings from a primate mind.

### Legal Rights & Disclaimers

These templates, covers, and accompanying documentation are ©2004-2005 Douglas Johnston, email [douglasjohnston@gmail.com](mailto:douglasjohnston@gmail.com).

This package is released under the terms of the Creative Commons license at:  
<http://creativecommons.org/licenses/by-nc-nd/2.0/>

They are therefore free of charge for personal use. Distribution or commercial printing without the expressed written permission of the designer is forbidden.

The diagrams in the file `diyplanner2_gtd.pdf` are from the David Allen Company website, and do not fall under the above copyright or license. They are included as a courtesy, simply resized and positioned to fit a 5.5"x8.5" planner, and are subject to removal at a later date. See the notices on each page for credits and ownership, and the Handbook for direct download links.

Certain templates are inspired by the writings of David Allen and Stephen R. Covey, among others. These are noted with a by-line at the base of the page. Ideas implemented within these forms are used to encourage usage of these systems, and may contain elements under copyright or trademark. If you would like to make the most of these templates, buy their books! (See the accompanying Handbook for more information.)

# Personal Profile

## CONTACT INFORMATION

<b>NAME</b>			
<b>Address</b>	----- -----		
<b>Telephone</b>	Work	Fax	
	Mobile	Home	
	Other		
<b>Email</b>			
<b>Messenger</b>			
<b>Website</b>			

## EMERGENCY

<b>NOTIFY</b>	Relationship	
<b>Address</b>	----- -----	
<b>Telephone</b>		
<b>Email</b>		
<b>Medical Issues</b>	----- -----	
<b>Insurance</b>	-----	

## NOTES

----- ----- -----
-------------------------



D\*I\*Y Planner Kit ©2004-2005 Douglas Johnston

This planner system, including templates, covers, documentation and more, is available free of charge at: <http://www.douglasjohnston.net/templates/>

Licensed under a Creative Commons license: <http://creativecommons.org/licenses/by-nc-nd/2.0/>

# Personal Profile

## CONTACT INFORMATION

<b>NAME</b>			
<b>Address</b>	----- -----		
<b>Telephone</b>	Work	Fax	
	Mobile	Home	
	Other		
<b>Email</b>			
<b>Messenger</b>			
<b>Website</b>			

## EMERGENCY

<b>NOTIFY</b>	Relationship	
<b>Address</b>	----- -----	
<b>Telephone</b>		
<b>Email</b>		
<b>Medical Issues</b>	----- -----	
<b>Insurance</b>	-----	

## NOTES

----- ----- -----
-------------------------



D\*I\*Y Planner Kit ©2004-2005 Douglas Johnston

This planner system, including templates, covers, documentation and more, is available free of charge at: <http://www.douglasjohnston.net/templates/>

Licensed under a Creative Commons license: <http://creativecommons.org/licenses/by-nc-nd/2.0/>





# Day Keeper

Day \_\_\_\_\_ Date \_\_\_\_\_



DAILY	ACTIONS
-------	---------

8	<input type="checkbox"/>
9	<input type="checkbox"/>
10	<input type="checkbox"/>
11	<input type="checkbox"/>
12	<input type="checkbox"/>
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>

EVENING	NOTES
---------	-------

<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
-------------------	-------------------

# Day Keeper

Day \_\_\_\_\_ Date \_\_\_\_\_



DAILY	ACTIONS
-------	---------

8	<input type="checkbox"/>
9	<input type="checkbox"/>
10	<input type="checkbox"/>
11	<input type="checkbox"/>
12	<input type="checkbox"/>
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>

EVENING	NOTES
---------	-------

<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
-------------------	-------------------

# Day Keeper

Day \_\_\_\_\_ Date \_\_\_\_\_



DAILY	ACTIONS
-------	---------

8	<input type="checkbox"/>
9	<input type="checkbox"/>
10	<input type="checkbox"/>
11	<input type="checkbox"/>
12	<input type="checkbox"/>
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>

EVENING	NOTES
---------	-------


# Day Keeper

Day \_\_\_\_\_ Date \_\_\_\_\_



DAILY	ACTIONS
-------	---------

8	<input type="checkbox"/>
9	<input type="checkbox"/>
10	<input type="checkbox"/>
11	<input type="checkbox"/>
12	<input type="checkbox"/>
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>

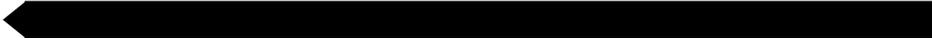
EVENING	NOTES
---------	-------






Year \_\_\_\_\_

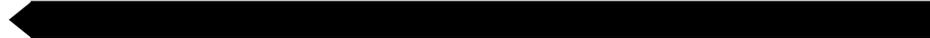
Month \_\_\_\_\_



WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<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"/>	<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"/>

Year \_\_\_\_\_

Month \_\_\_\_\_



WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<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"/>	<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"/>



# Covey Weekly

ROLES	GOALS	ACTIONS
Sharpening the Saw Physical Social / Emotional Mental Spiritual		<input type="checkbox"/>
Role # 1		<input type="checkbox"/>
Role # 2		<input type="checkbox"/>
Role # 3		<input type="checkbox"/>
Role # 4		<input type="checkbox"/>
Role # 5		<input type="checkbox"/>
Role # 6		<input type="checkbox"/>
Role # 7		<input type="checkbox"/>

Based upon the writings of Stephen R. Covey

# Covey Weekly

ROLES	GOALS	ACTIONS
Sharpening the Saw Physical Social / Emotional Mental Spiritual		<input type="checkbox"/>
Role # 1		<input type="checkbox"/>
Role # 2		<input type="checkbox"/>
Role # 3		<input type="checkbox"/>
Role # 4		<input type="checkbox"/>
Role # 5		<input type="checkbox"/>
Role # 6		<input type="checkbox"/>
Role # 7		<input type="checkbox"/>

Based upon the writings of Stephen R. Covey

# Covey Weekly

ROLES	GOALS	ACTIONS
Sharpening the Saw Physical Social / Emotional Mental Spiritual		<input type="checkbox"/>
Role # 1		<input type="checkbox"/>
Role # 2		<input type="checkbox"/>
Role # 3		<input type="checkbox"/>
Role # 4		<input type="checkbox"/>
Role # 5		<input type="checkbox"/>
Role # 6		<input type="checkbox"/>
Role # 7		<input type="checkbox"/>

Based upon the writings of Stephen R. Covey

# Covey Weekly

ROLES	GOALS	ACTIONS
Sharpening the Saw Physical Social / Emotional Mental Spiritual		<input type="checkbox"/>
Role # 1		<input type="checkbox"/>
Role # 2		<input type="checkbox"/>
Role # 3		<input type="checkbox"/>
Role # 4		<input type="checkbox"/>
Role # 5		<input type="checkbox"/>
Role # 6		<input type="checkbox"/>
Role # 7		<input type="checkbox"/>

Based upon the writings of Stephen R. Covey

















# Agendas

Person / Meeting		
PR		DATE
<input type="checkbox"/>		
Notes		
-----		

Person / Meeting		
PR		DATE
<input type="checkbox"/>		
Notes		
-----		

# Agendas

Person / Meeting		
PR		DATE
<input type="checkbox"/>		
Notes		
-----		

Person / Meeting		
PR		DATE
<input type="checkbox"/>		
Notes		
-----		

# Agendas

Person / Meeting		
PR		DATE
<input type="checkbox"/>		
Notes		
-----		

# Agendas

Person / Meeting		
PR		DATE
<input type="checkbox"/>		
Notes		
-----		

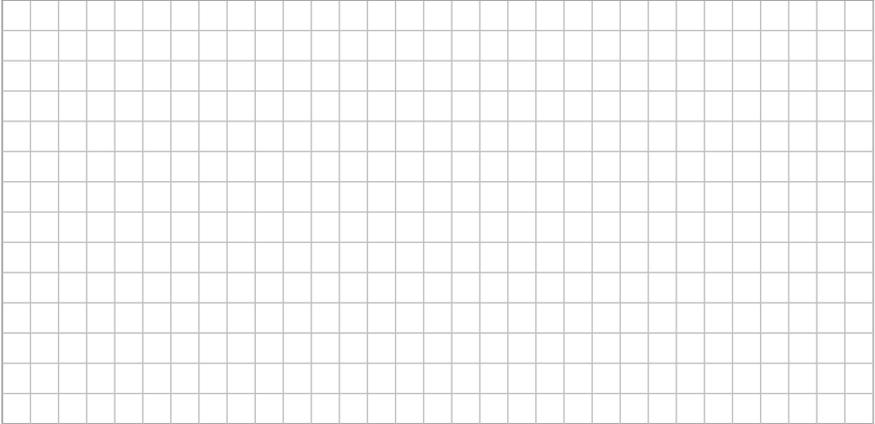
Person / Meeting		
PR		DATE
<input type="checkbox"/>		
Notes		
-----		

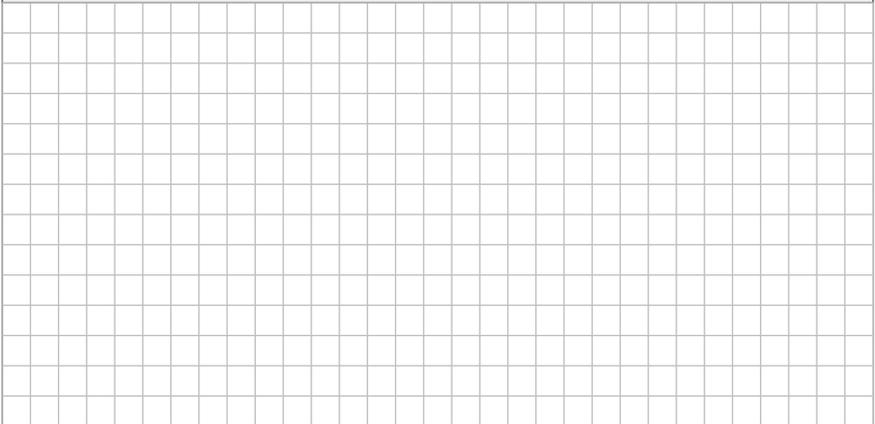
Person / Meeting		
PR		DATE
<input type="checkbox"/>		
Notes		
-----		



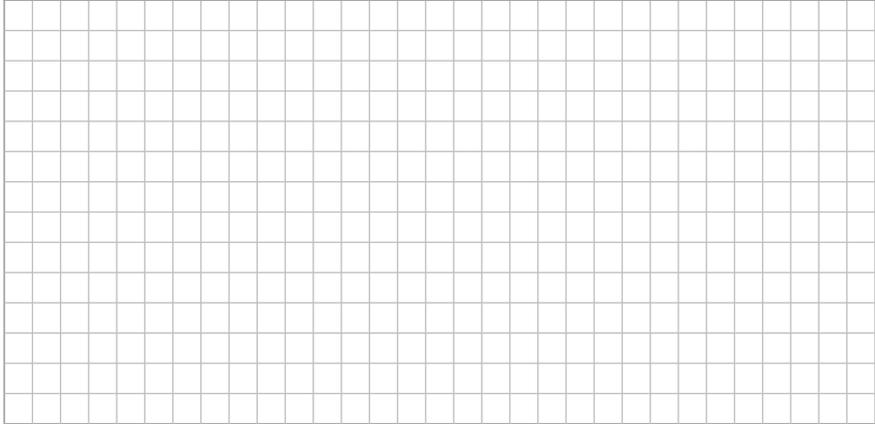


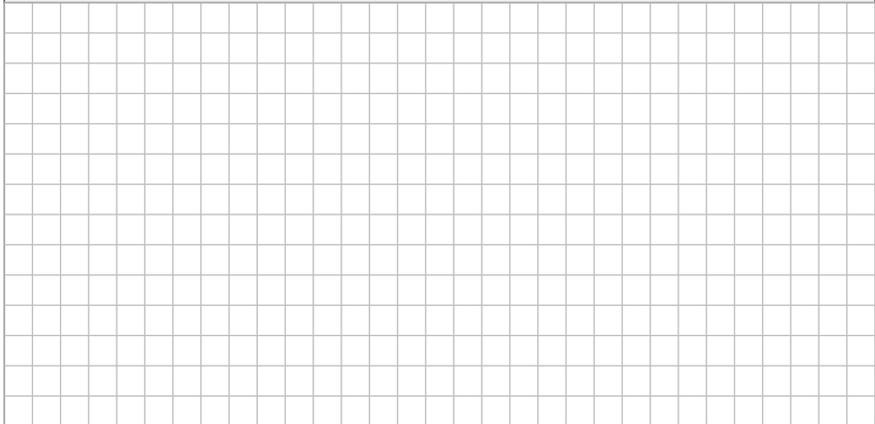
# Someday/Maybe Projects \_\_\_\_\_

Idea	
Description / Objective	
Notes	
	

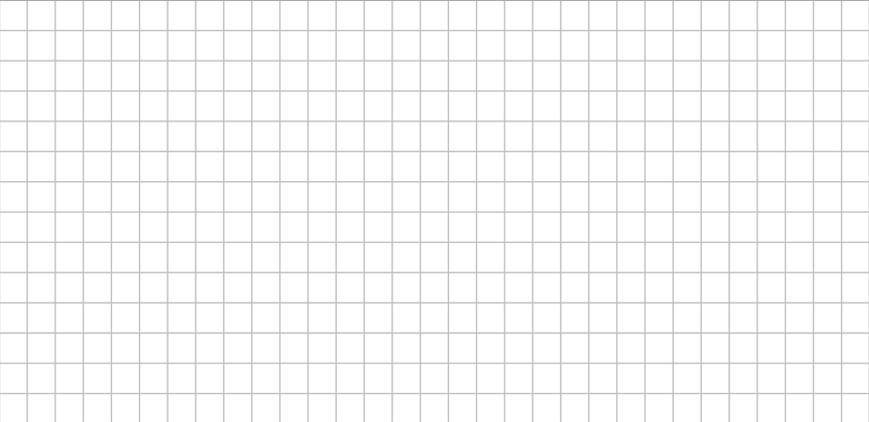
Idea	
Description / Objective	
Notes	
	

# Someday/Maybe Projects \_\_\_\_\_

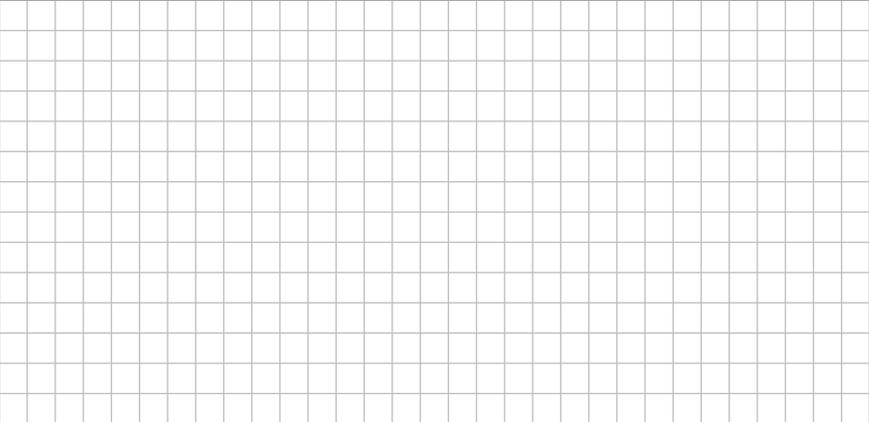
Idea	
Description / Objective	
Notes	
	

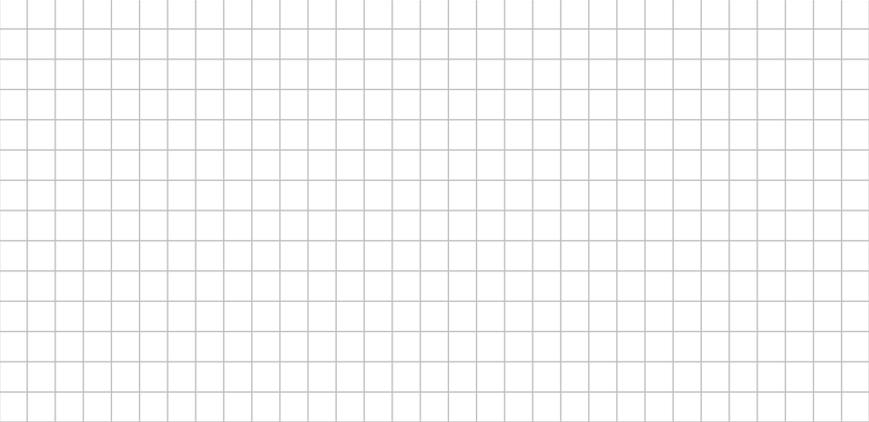
Idea	
Description / Objective	
Notes	
	

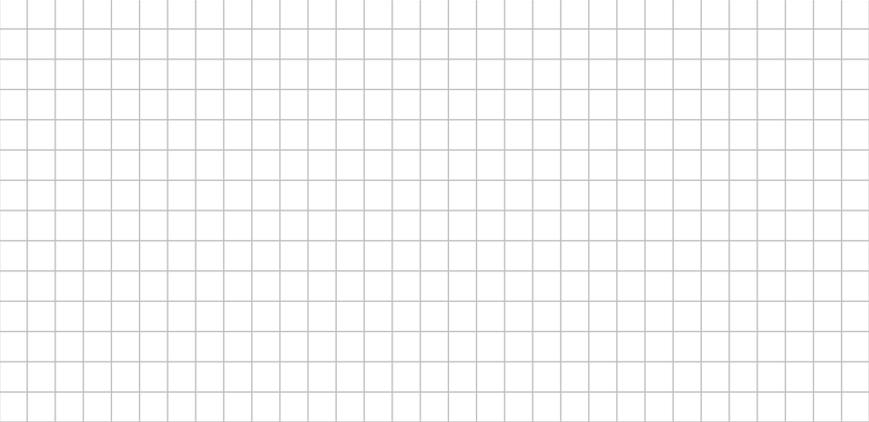
# Someday/Maybe Projects \_\_\_\_\_

Idea	
Description / Objective	
Notes	
	

# Someday/Maybe Projects \_\_\_\_\_

Idea	
Description / Objective	
Notes	
	

Idea	
Description / Objective	
Notes	
	

Idea	
Description / Objective	
Notes	
	





# Objectives

Objective <input checked="" type="checkbox"/>		
Description		
Ref. <input type="text"/>	Target Date <input type="text"/>	
Benefits		
Obstacles		
PR	STEPS	DATE
<input type="checkbox"/>		
Outcome		

Objective <input checked="" type="checkbox"/>		
Description		
Ref. <input type="text"/>	Target Date <input type="text"/>	
Benefits		
Obstacles		
PR	STEPS	DATE
<input type="checkbox"/>		
Outcome		

# Objectives

Objective <input checked="" type="checkbox"/>		
Description		
Ref. <input type="text"/>	Target Date <input type="text"/>	
Benefits		
Obstacles		
PR	STEPS	DATE
<input type="checkbox"/>		
Outcome		

Objective <input checked="" type="checkbox"/>		
Description		
Ref. <input type="text"/>	Target Date <input type="text"/>	
Benefits		
Obstacles		
PR	STEPS	DATE
<input type="checkbox"/>		
Outcome		

# Objectives

Objective <input checked="" type="checkbox"/>		
Description		
Ref <input type="text"/>	Target Date <input type="text"/>	
Benefits		
Obstacles		
PR	STEPS	DATE
<input type="checkbox"/>		
Outcome		

# Objectives

Objective <input checked="" type="checkbox"/>		
Description		
Ref <input type="text"/>	Target Date <input type="text"/>	
Benefits		
Obstacles		
PR	STEPS	DATE
<input type="checkbox"/>		
Outcome		

Objective <input checked="" type="checkbox"/>		
Description		
Ref <input type="text"/>	Target Date <input type="text"/>	
Benefits		
Obstacles		
PR	STEPS	DATE
<input type="checkbox"/>		
Outcome		

Objective <input checked="" type="checkbox"/>		
Description		
Ref <input type="text"/>	Target Date <input type="text"/>	
Benefits		
Obstacles		
PR	STEPS	DATE
<input type="checkbox"/>		
Outcome		

# Covey Quadrant

Ref. \_\_\_\_\_

Title		Date	
<b>URGENCY</b>			
<b>IMPORTANCE</b>	I - Urgent / Important		II - Not Urgent / Important
	III - Urgent / Not Important		IV - Not Urgent / Not Important

# Covey Quadrant

Ref. \_\_\_\_\_

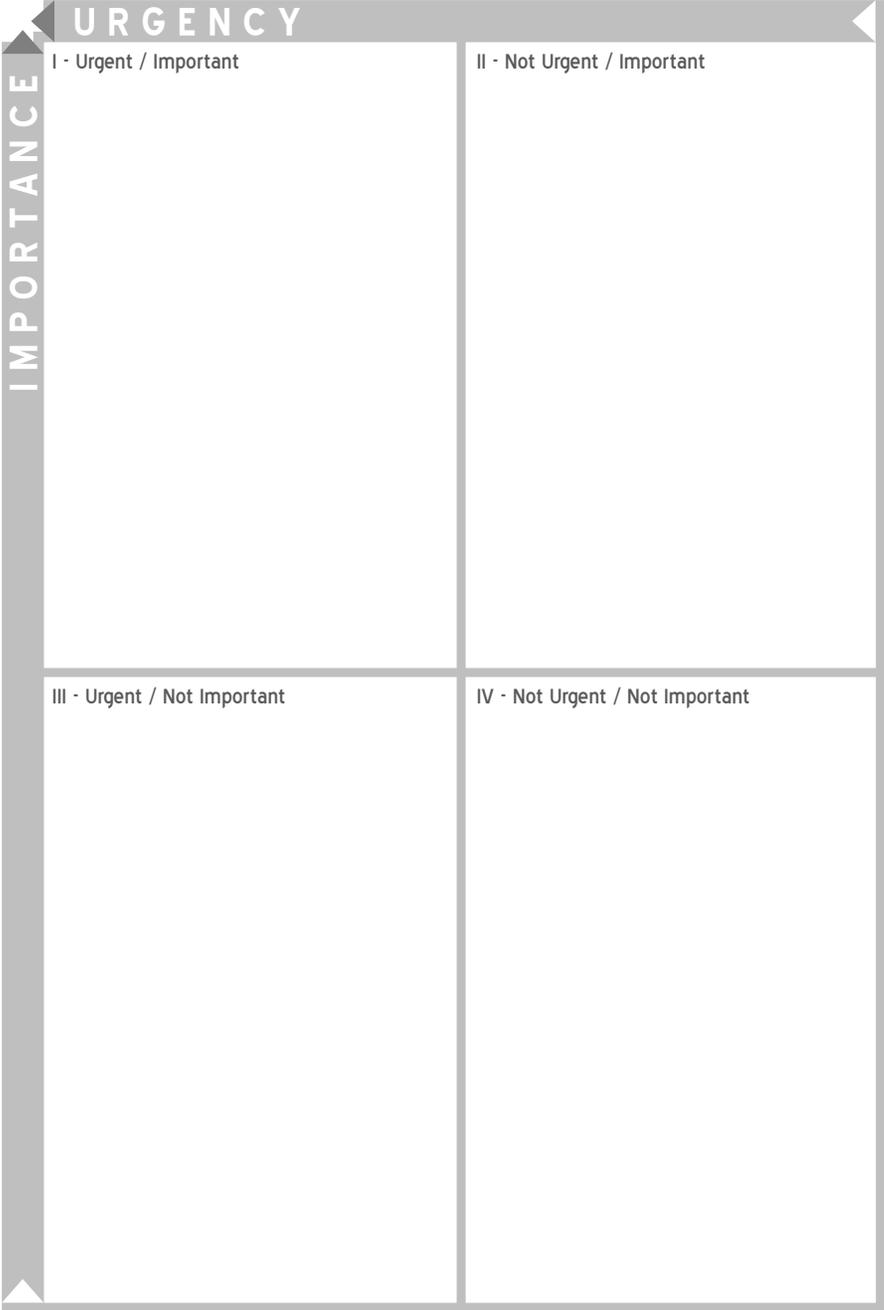
Title		Date	
<b>URGENCY</b>			
<b>IMPORTANCE</b>	I - Urgent / Important		II - Not Urgent / Important
	III - Urgent / Not Important		IV - Not Urgent / Not Important

# Covey Quadrant

Ref. \_\_\_\_\_



Title	Date
-------	------



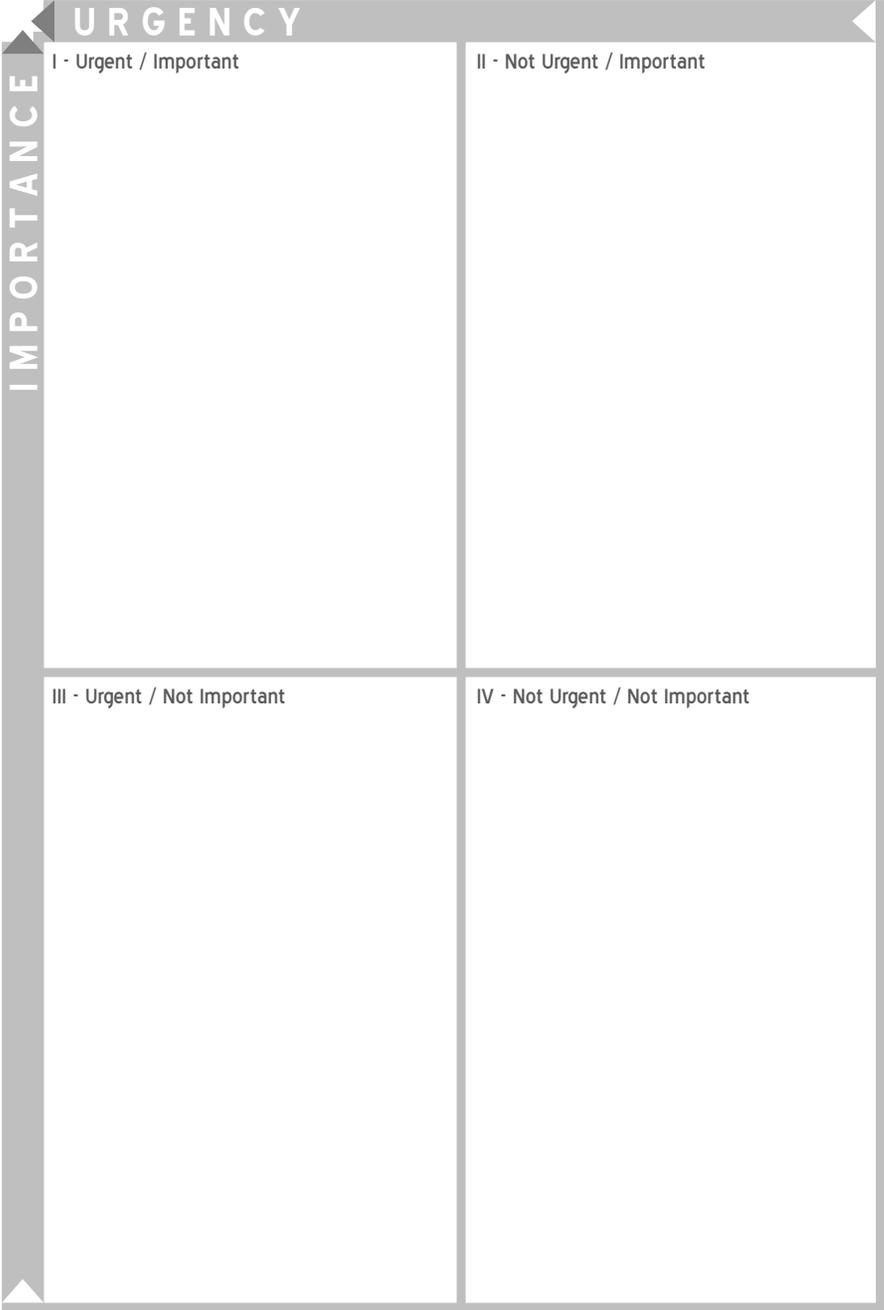
Based upon the writings of Stephen R. Covey

# Covey Quadrant

Ref. \_\_\_\_\_



Title	Date
-------	------



Based upon the writings of Stephen R. Covey





# Project Details

Ref. \_\_\_\_\_



**Title**

FOR

START DATE	TARGET DATE
------------	-------------

**Description / Objective**

-----  
-----  
-----

**Basic Resources**

<input type="checkbox"/>	<input type="checkbox"/>

**Brainstorming / Notes**

# Project Details

Ref. \_\_\_\_\_



**Title**

FOR

START DATE	TARGET DATE
------------	-------------

**Description / Objective**

-----  
-----  
-----

**Basic Resources**

<input type="checkbox"/>	<input type="checkbox"/>

**Brainstorming / Notes**





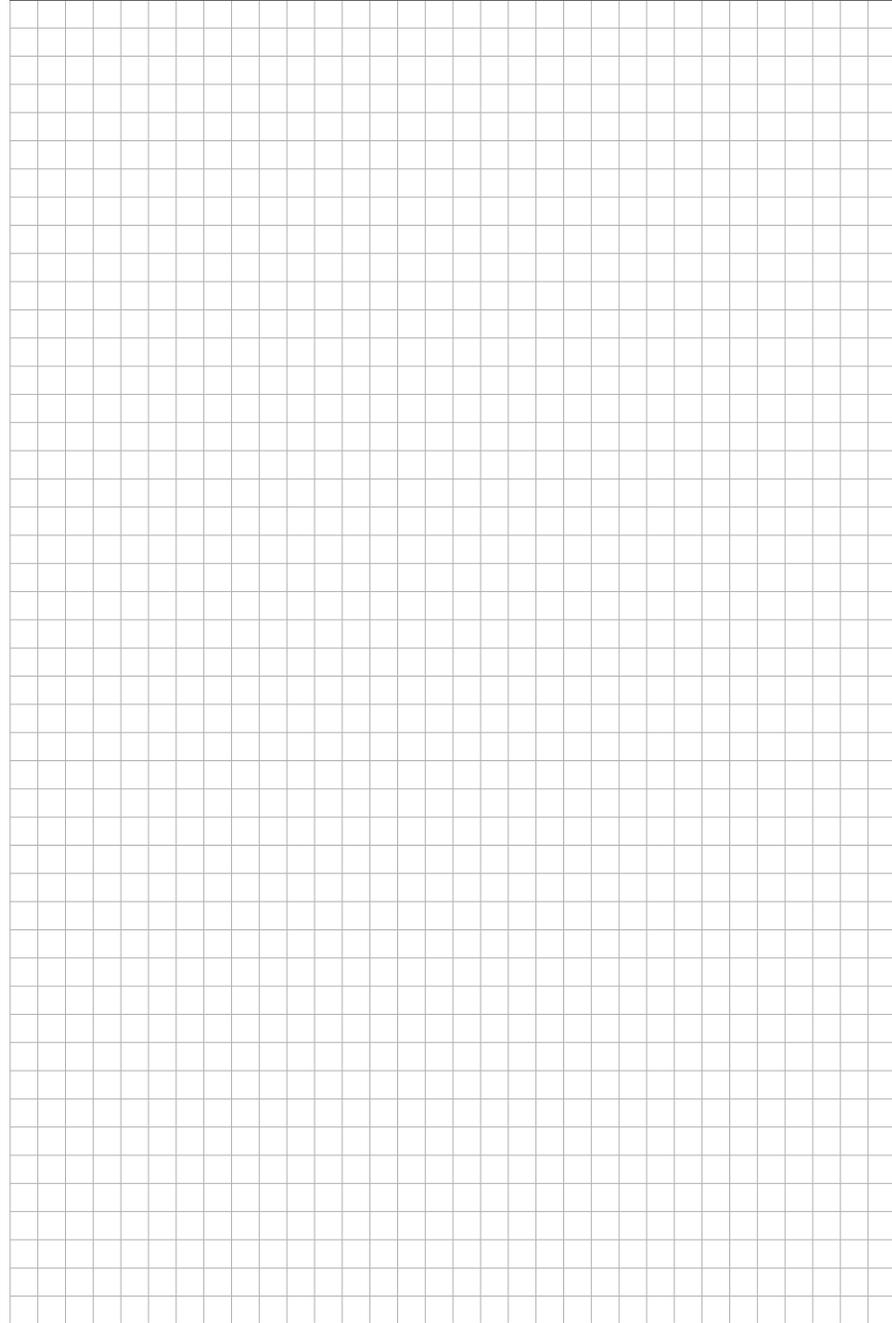


# Project Notes

Ref. \_\_\_\_\_



**Title**

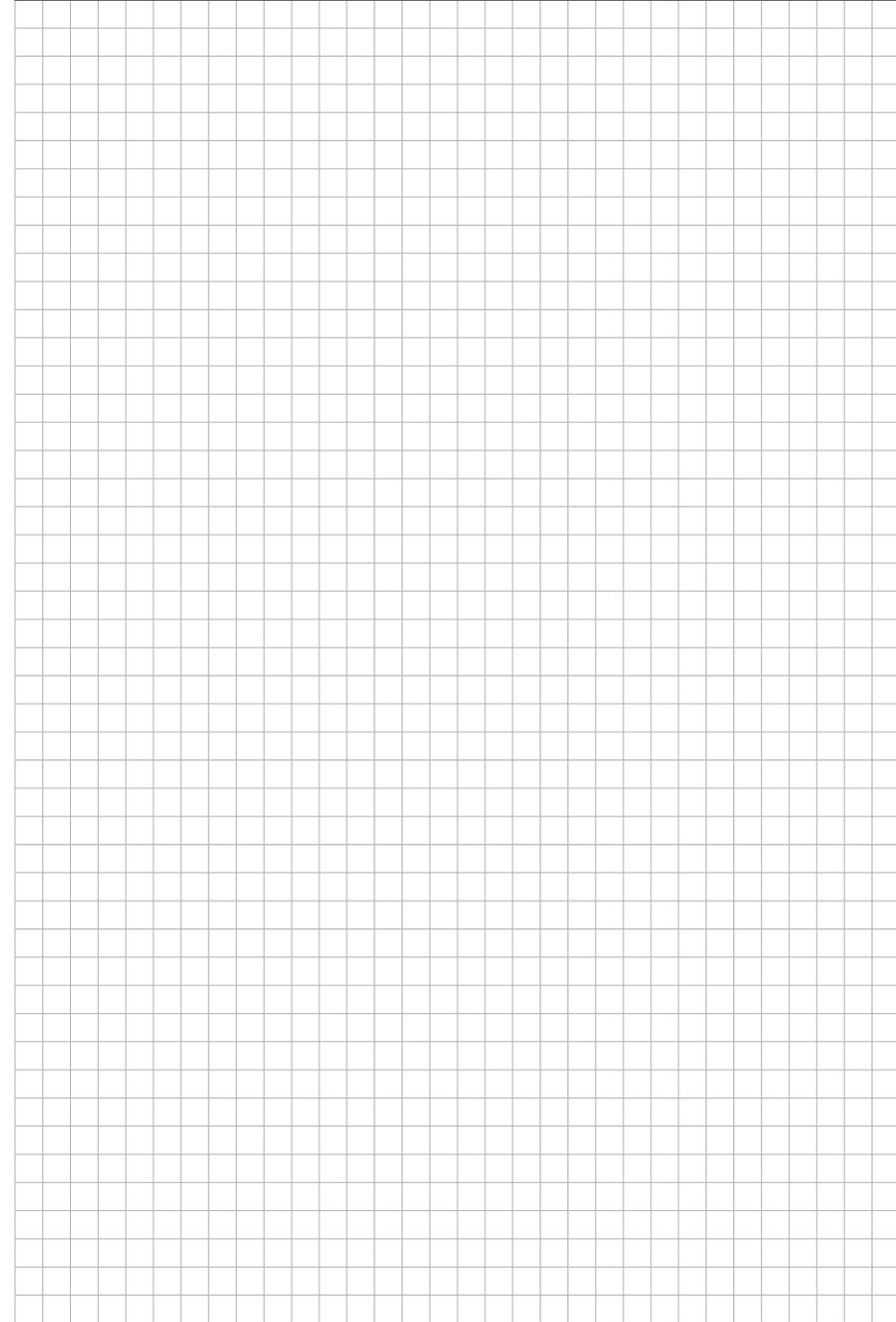


# Project Notes

Ref. \_\_\_\_\_



**Title**



# Project Notes

Ref. \_\_\_\_\_



Title

A large grid of small squares for taking notes, covering the majority of the page area.

# Project Notes

Ref. \_\_\_\_\_



Title

A large grid of small squares for taking notes, covering the majority of the page area.





# Sources

Category \_\_\_\_\_

Name		
Contact		Account
Address	Phone	
	Fax	
	Email	
Hours	Web	
Note		

Name		
Contact		Account
Address	Phone	
	Fax	
	Email	
Hours	Web	
Note		

Name		
Contact		Account
Address	Phone	
	Fax	
	Email	
Hours	Web	
Note		

Name		
Contact		Account
Address	Phone	
	Fax	
	Email	
Hours	Web	
Note		

# Sources

Category \_\_\_\_\_

Name		
Contact		Account
Address	Phone	
	Fax	
	Email	
Hours	Web	
Note		

Name		
Contact		Account
Address	Phone	
	Fax	
	Email	
Hours	Web	
Note		

Name		
Contact		Account
Address	Phone	
	Fax	
	Email	
Hours	Web	
Note		

Name		
Contact		Account
Address	Phone	
	Fax	
	Email	
Hours	Web	
Note		

# Sources

Category \_\_\_\_\_

Name		
Contact		Account
Address	Phone	
	Fax	
	Email	
Hours	Web	
Note		

Name		
Contact		Account
Address	Phone	
	Fax	
	Email	
Hours	Web	
Note		

Name		
Contact		Account
Address	Phone	
	Fax	
	Email	
Hours	Web	
Note		

Name		
Contact		Account
Address	Phone	
	Fax	
	Email	
Hours	Web	
Note		

# Sources

Category \_\_\_\_\_

Name		
Contact		Account
Address	Phone	
	Fax	
	Email	
Hours	Web	
Note		

Name		
Contact		Account
Address	Phone	
	Fax	
	Email	
Hours	Web	
Note		

Name		
Contact		Account
Address	Phone	
	Fax	
	Email	
Hours	Web	
Note		

Name		
Contact		Account
Address	Phone	
	Fax	
	Email	
Hours	Web	
Note		









# Cornell Notes

Subject \_\_\_\_\_

CUES		NOTES	
SUMMARY			

# Cornell Notes

Subject \_\_\_\_\_

CUES		NOTES	
SUMMARY			

# Cornell Notes

Subject \_\_\_\_\_



CUES	NOTES

SUMMARY

# Cornell Notes

Subject \_\_\_\_\_



CUES	NOTES

SUMMARY



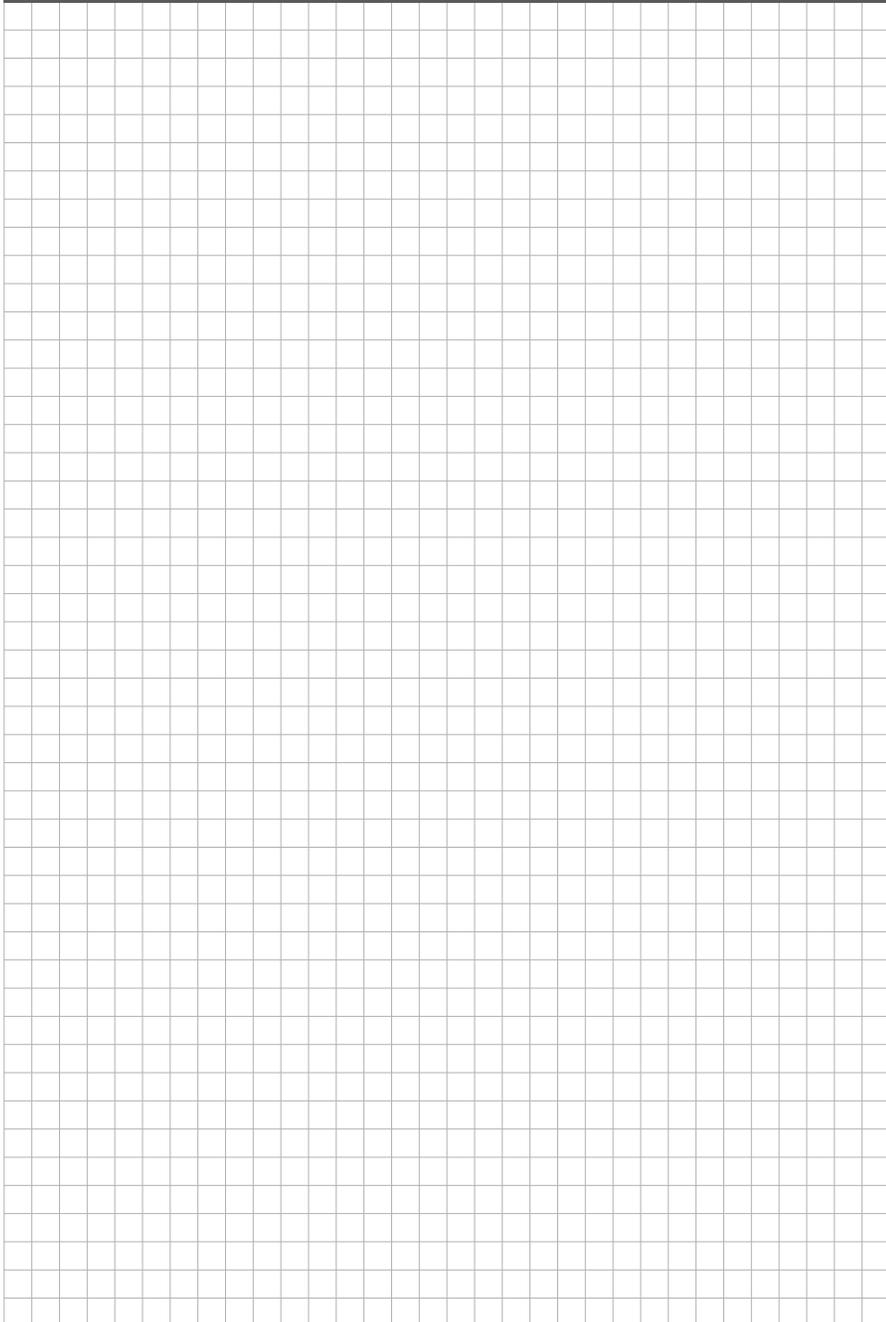


# Brainstorm

Ref. \_\_\_\_\_



Title

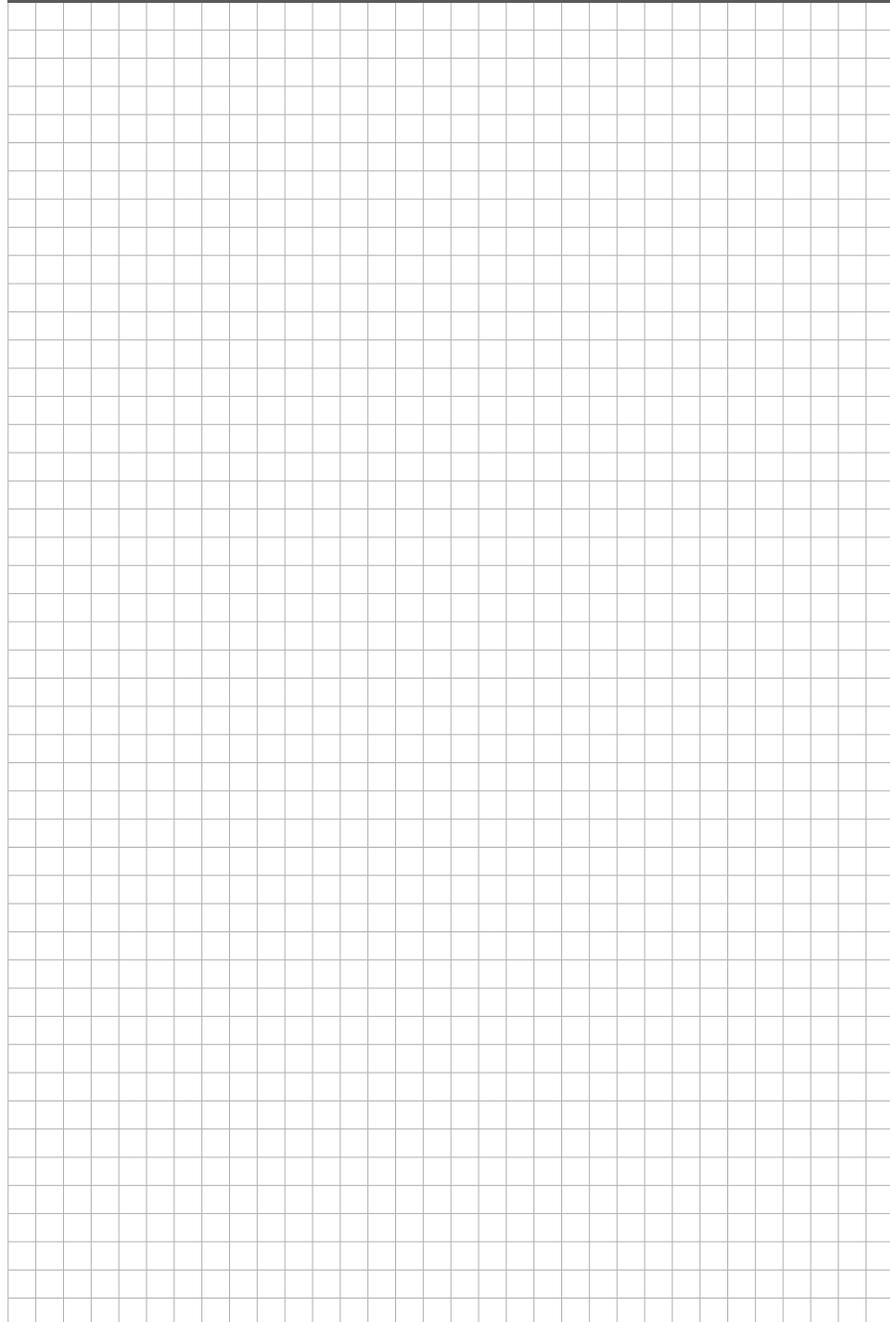


# Brainstorm

Ref. \_\_\_\_\_



Title

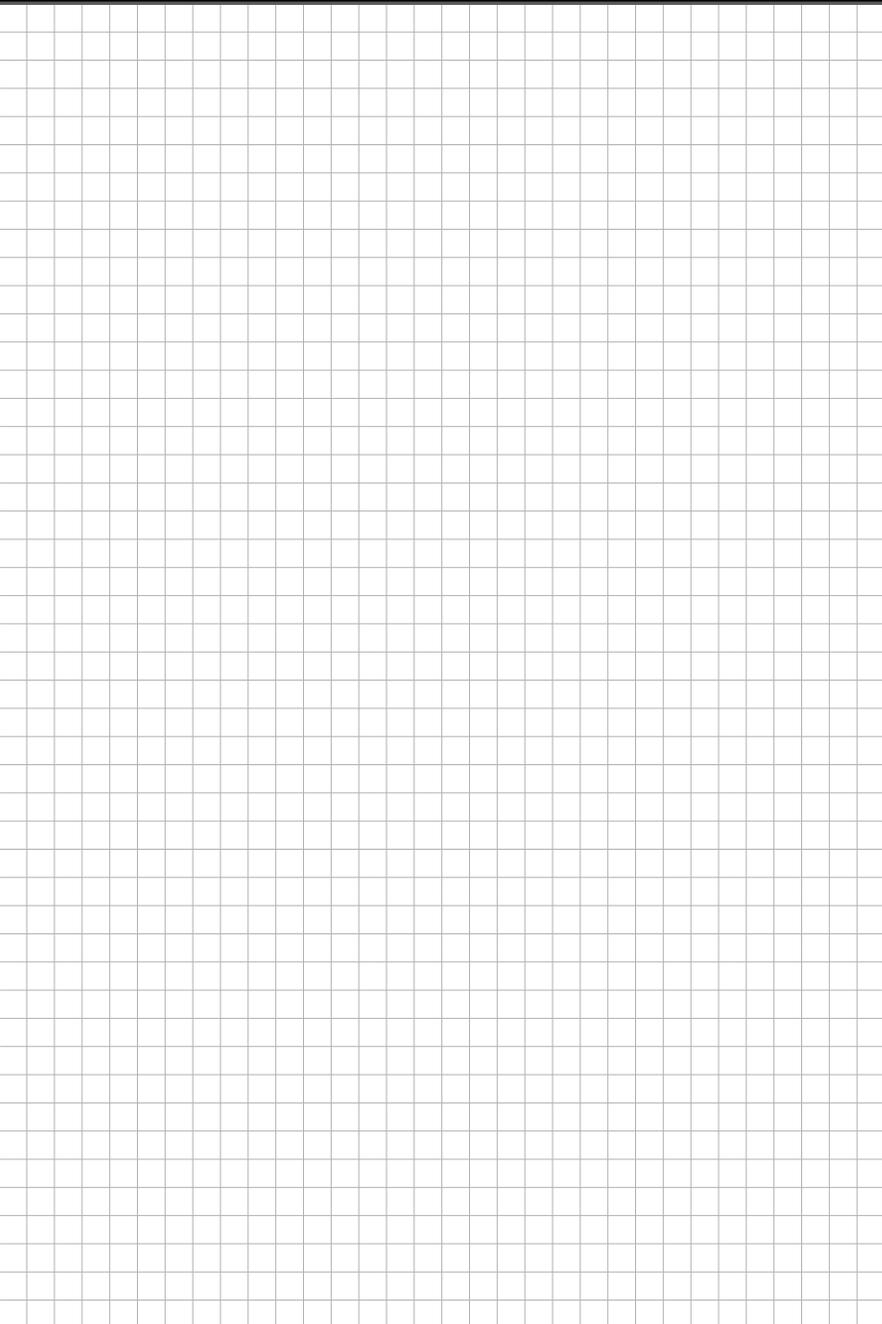


# Brainstorm

Ref. \_\_\_\_\_



Title

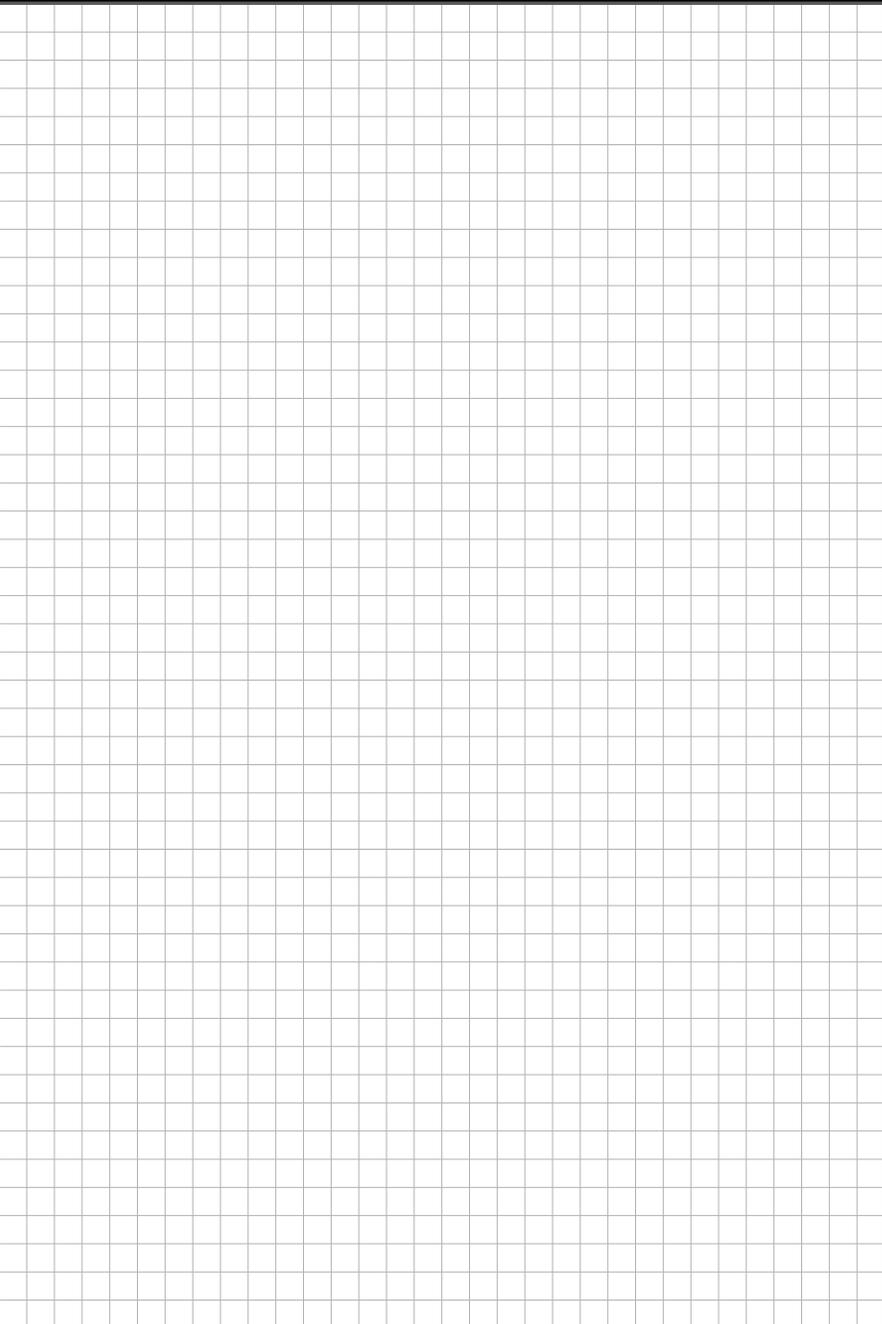


# Brainstorm

Ref. \_\_\_\_\_



Title



































# Job Search

Position		Ref. #
Company		
Source		Deadline <input type="checkbox"/>
Contact		
Description		
Requisites		
PR		
Strengths		
PR		
Obstacles		
PR		
Date Applied	Materials Sent	

# Job Search

Position		Ref. #
Company		
Source		Deadline <input type="checkbox"/>
Contact		
Description		
Requisites		
PR		
Strengths		
PR		
Obstacles		
PR		
Date Applied	Materials Sent	

# Job Search

Contact Log		
Title		
Company		
Contact per Ad		
-----		
Date / Time	Person / Contact	Follow-up Date
	Outcome	Me Them
		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Note Ref.	-----	
	-----	
Date / Time	Person / Contact	Follow-up Date
	Outcome	Me Them
		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Note Ref.	-----	
	-----	
Date / Time	Person / Contact	Follow-up Date
	Outcome	Me Them
		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Note Ref.	-----	
	-----	
Date / Time	Person / Contact	Follow-up Date
	Outcome	Me Them
		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Note Ref.	-----	
	-----	
Date / Time	Person / Contact	Follow-up Date
	Outcome	Me Them
		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Note Ref.	-----	
	-----	

# Job Search

Contact Log		
Title		
Company		
Contact per Ad		
-----		
Date / Time	Person / Contact	Follow-up Date
	Outcome	Me Them
		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Note Ref.	-----	
	-----	
Date / Time	Person / Contact	Follow-up Date
	Outcome	Me Them
		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Note Ref.	-----	
	-----	
Date / Time	Person / Contact	Follow-up Date
	Outcome	Me Them
		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Note Ref.	-----	
	-----	
Date / Time	Person / Contact	Follow-up Date
	Outcome	Me Them
		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Note Ref.	-----	
	-----	
Date / Time	Person / Contact	Follow-up Date
	Outcome	Me Them
		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Note Ref.	-----	
	-----	





# Web Design I

Ref. \_\_\_\_\_



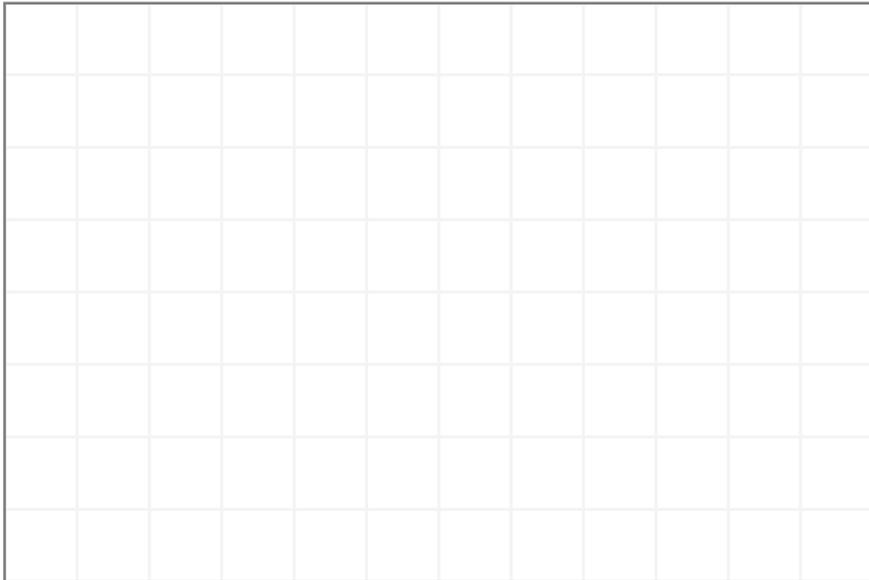
## Site Name

Client

Purpose

Target

## Preliminary Design (4x3 Proportions)



## Design Notes

Design Notes section with horizontal dashed lines for writing.

# Web Design I

Ref. \_\_\_\_\_



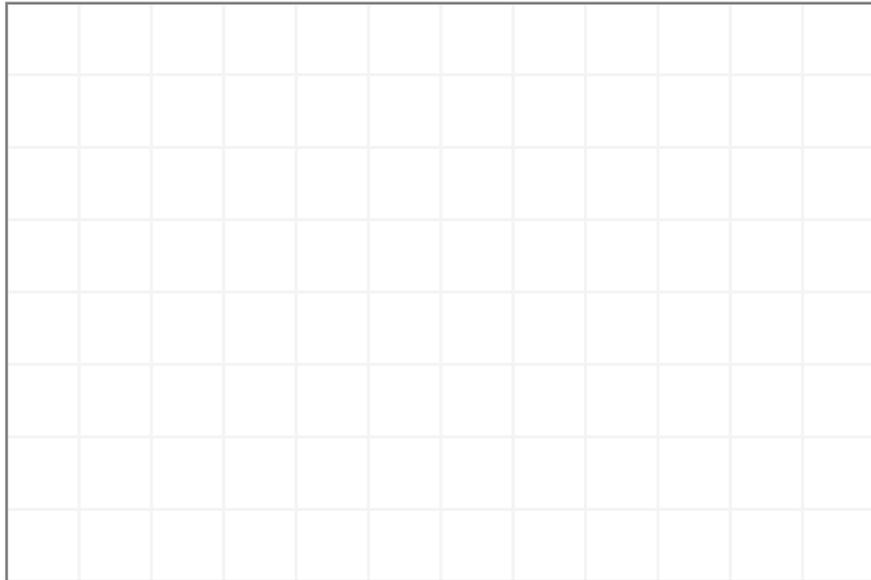
## Site Name

Client

Purpose

Target

## Preliminary Design (4x3 Proportions)



## Design Notes

Design Notes section with horizontal dashed lines for writing.

# Web Design I

Ref. \_\_\_\_\_



## Site Name

Client
Purpose
-----
Target

## Preliminary Design (4x3 Proportions)



## Design Notes

-----
-----
-----
-----
-----
-----

# Web Design I

Ref. \_\_\_\_\_



## Site Name

Client
Purpose
-----
Target

## Preliminary Design (4x3 Proportions)



## Design Notes

-----
-----
-----
-----
-----
-----



