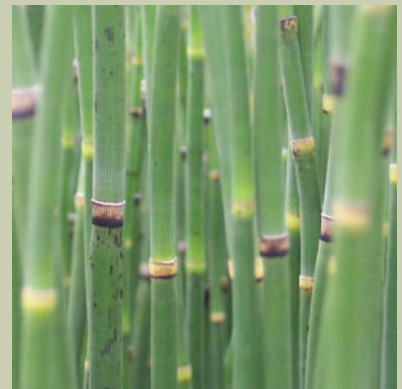
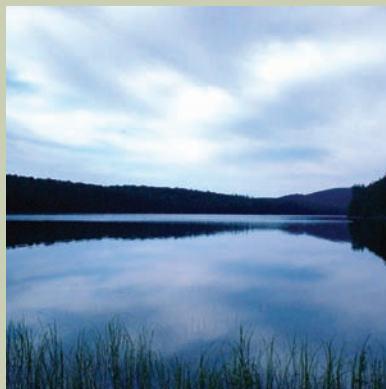


DANIELLE GUÉRIN



GLOBAL MANAGER

THE PLANNER TO MANAGE YOUR TIME AND YOUR PERSONAL LIFE

Week of : _____

Annual theme: _____

Goal:

Question / Action

How would my ideal day unwind? I reserve 30 minutes of my time this week to think about it and write down my results on paper. If I have already done this exercise, I write a second version without referring to the first one and I compare the two.

This week, I learned:

This week, I get closer to my goal by taking the following action:

I take excellent care of myself by offering myself these pleasures:

Notes:

WEEK OF _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Priority 1.					
Priority 2.					
Priority 3.					
7 am					
8 am					
9 am					
10 am					
11 am					
12 noon					
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					
7 pm					
8 pm					
9 pm					
Saturday					Sunday

Calls to Make:

Business Development (Activities):

This week I am reading: _____

GLOBAL MANAGER

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Content:

- 52 weekly planning sheets
- Two yearly assessments
- A list of your annual goals
- 52 questions and concrete acts to help in your personal evolution
- Etc.

“I wanted a complete tool that would permit me to achieve all of my goals, personal and professional, but would be flexible instead of fixed in time. That is why I created a permanent agenda. You can start using it at any time of the year. If, for whatever reason, you leave it aside for a period of time, you can always pick it up again and continue where you left off.”

~ Danielle Guérin,
Virtual Assistant &
creator of the Global Manager.