



2021 Planner Printables

created by
Right Brain
creative content



How to Use These Worksheets

If there's anything we learned in 2020, it's that plans can change. But that doesn't mean we should quit planning altogether! Use these worksheets to set your intentions for the coming year with an open mind and an optimistic spirit. 2020 gave us lemons, so let's make lemonade in 2021!

Year-End Reflection

The Year-End Reflection doesn't have to be done on December 31. Whether you choose to reflect at the end of the calendar year or at any other point - maybe your birthday? - this is a great exercise for identifying the accomplishments, obstacles and blessings that have characterized the last 365 days. I recommend completing this worksheet before you begin developing goals for the next year. Consider how you can use what you've learned from the obstacles you've faced to plan ahead. We all faced setbacks in the last year, but we can still find something to be grateful for.

Goal Planning Worksheet

The Goal Planning Worksheet can be used to plan your action steps for achieving both personal and work-related goals. Try to describe each of your goals in as much detail as possible, and use the worksheet to identify the action steps you'll need to complete to succeed. By giving yourself a deadline for each step in the process, you'll be more likely to stay on track and ultimately achieve your goals. Copy the deadlines you set for yourself into your planner or calendar app as a reminder.

Brain Dump

A Brain Dump is a great way to clear the clutter from your brain and organize your thoughts. This worksheet can be used daily to catch ideas and to-dos as they come to mind, and important items can then be transferred to your planner or a calendar app. The purpose of the brain dump is to capture *unfiltered* ideas so you can refine them later. Draw, doodle or slap sticky notes to this worksheet. Anything goes! The Brain Dump isn't meant to be pretty, so don't stress over it. View this as an external hard drive for your brain!

Pantone's 2021 Colors of the Year are Ultimate Gray and Illuminating.

+ Bonus Coloring Page!



Year-End Reflection

How have you grown in the last year?

What were your biggest obstacles this year?

Describe the last year in six words or less.

Highlights & Accomplishments

one

two

three

four

five

six

seven

eight

nine

ten

3 things I'm most grateful for:



"Life can only be understood backwards; but it must be lived forwards." -Søren Kierkegaard

Goal Planning Worksheet

Action Steps

one

Deadline: / /

four

Deadline: / /

two

Deadline: / /

five

Deadline: / /

three

Deadline: / /

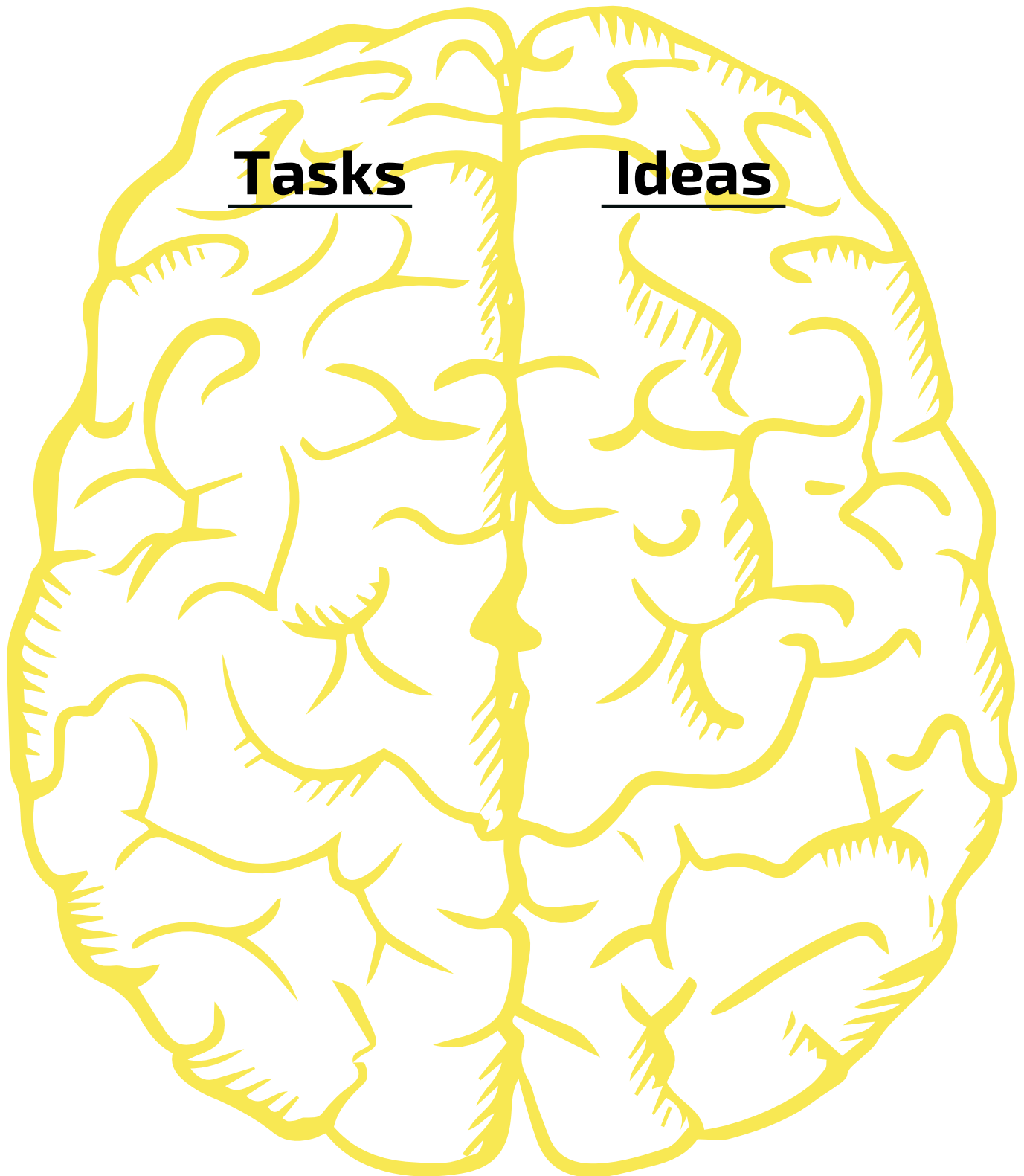
six

Deadline: / /

The Ultimate Goal

"When it is obvious that the goals cannot be reached, don't adjust the goals, adjust the action steps." -Confucius

Brain Dump



"Your mind is for having ideas, not holding them." -David Allen



"The soul becomes dyed with the color of its thoughts." -Marcus Aurelius