

A GOOD PLAN

Timeless

If found, please contact

Life Planner Instructions

The whole book, but this part in particular, functions as training for your mindfulness, as a support of self-love and as an avoidance of stress. But we are no mindfulness gurus. Many techniques came into being through experimentation and are based on our own experiences after our burnouts. Some techniques on the other hand are well researched and established, others were developed through collaboration with our users. We don't claim to have created the cure-all for mental health. But we pledge for mental hygiene in everyday life. The techniques explained here put focus on your inner self. Thus, you arrive at yourself and escape from the high-speed of everyday life. Many have forgotten this. But just like we should brush our teeth daily, we have to free our mind from time to time from processing external stimuli.

The more often you use the exercises in this life planner the easier it will become to decipher your inner emotional world. Train yourself several times a week by reciting the questions you've already answered. Often two minutes are enough for this task. You can do many exercises immediately or you can wait a while until you have more time and space. Let yourself in on these techniques in an open and curious manner and try to be mindful of your reactions while reading the explanations of the exercises. Do you feel a sense of reluctance towards one or more tasks? Try to find out why.

Our Understanding of Mindfulness

The explanation of mindfulness sounds the same in all books concerning this topic: the term was coined by Jon Kabat-Zinn in the 1970s and implies that we should feel the moment in the 'here and now' without judgement. But in fact, this conscious living in the moment has been a usual attitude to life in different religions and philosophies for thousands of years. Especially in Buddhism, this teaching has already been practised for 2,500 years.

In *A Good Plan* we approach this topic in an undogmatic way and combine old religions and 1970s revival with Berlin street knowledge. We call it radical mindfulness. Because we like it practical and non-esoteric. Everything that works will be put into this book. Everything that's incomprehensible or ineffective gets chucked out in the next edition. For us, living mindfully means to investigate one's own life and needs without evaluation or even judgement, name your needs and deduce actions from that. We also like to call that *mightfulness*. Because with *mindfulness* alone nothing has been really done. You also have to do something. This mindset gives you *might*.

Values and Principles

Knowing which values are of importance to you can help you adjust your life according to your needs and to find orientation in difficult times.

Step 1: Choose twelve values and principles from the list that are important to you. It's not about choosing terms that you consider fashionable or that might suit you well. Rather it should be the values and principles that define you and that create a warm feeling inside. You can ignore the basic needs of health, safety, love and freedom, if you already know that they belong to you anyway.

Acceptance	Freedom	Perfection
Adventure	Fun	Persistence
Authenticity	Generosity	Placidity
Autonomy	Gentleness	Popularity
Awareness	Gratefulness	Prosperity
Balance	Growth	Rationality
Belonging	Harmony	Realism
Benevolence	Health	Reliability
Cheerfulness	Helpfulness	Respect
Compassion	Honesty	Responsibility
Compromise	Humour	Safety
Constructiveness	Imagination	Sensitivity
Cordiality	Independence	Serenity
Courage	Intimacy	Spirituality
Creativity	Intuition	Solidarity
Critical Ability	Knowledge	Success
Curiosity	Love	Sustainability
Discipline	Loyalty	Tolerance
Ease	Modesty	Tradition
Efficiency	Openness	Transparency
Empathy	Optimism	Trust
Fairness	Order	Trustworthiness
Faithfulness	Passion	Willingness to Learn
Flexibility	Patience	Wisdom

Step 2: Now put the twelve terms into the list on the next page. The order is not really relevant for now. The definition of the values that are the most important to you will follow in step 3.

Your Goals

Goals can drive and motivate you, but they can also put you under a lot of pressure. Thinking about what you wish for in the short, medium and long-term is enlightening and can give you clarity about your desires and the necessary means you need to get there.

Short-Term Goals (1 to 12 months)

Medium-Term Goals (1 to 4 years)

Your Autobiography

Author Emily Esfahani Smith took a look at the whole philosophy of humanity and defined four mental motives that make up a fulfilled life: feeling connected (social closeness), finding one's own purpose (fulfilment through one's own actions), seeing oneself as part of a whole (connection to the world or to spiritual concepts) and understanding the world through stories. The latter meaning that people are striving to set events into meaningful connection and place their own life story within it. According to this, people feel most fulfilled when they view their life as a typical heroic legend (positive resolution after hard trials) and can see sense and growth through this legend. But did you ever concern yourself intensely with your own autobiography?

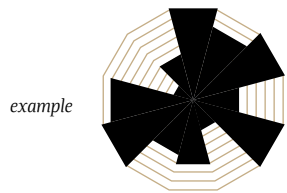
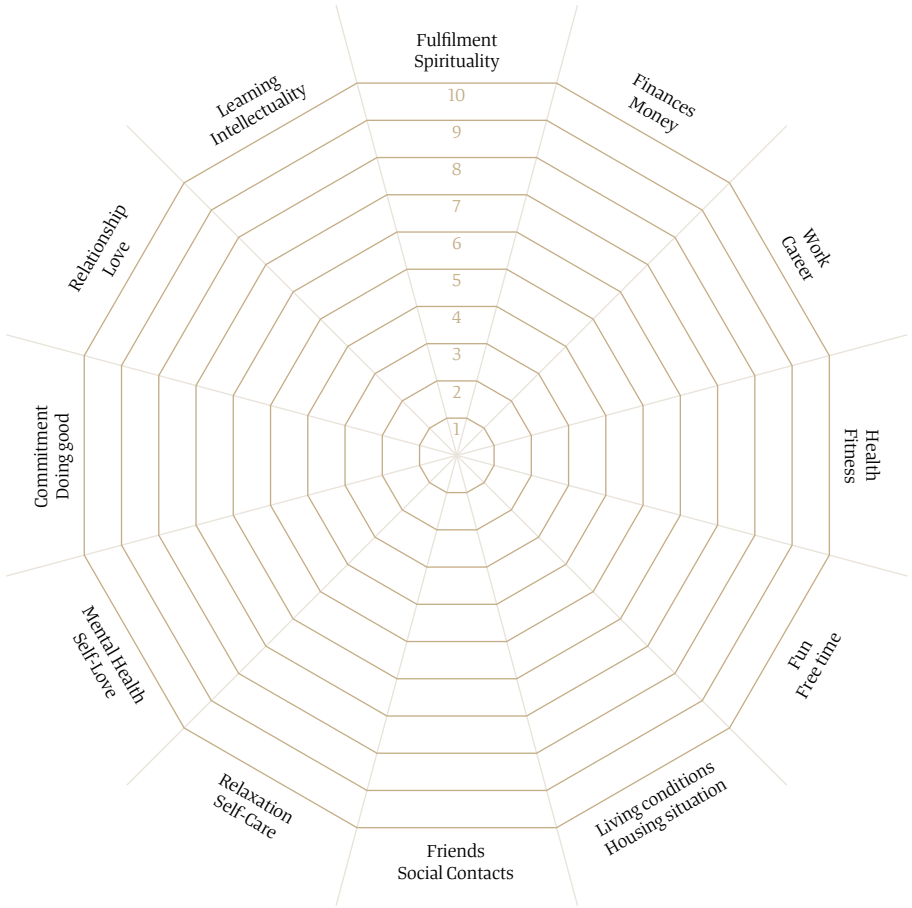
Write down the milestones in your life: school, your first own apartment, relationships, friendships, vocational training and jobs. Hence you get a feeling for your personal autobiography and maybe you can understand better what made you the person that you are now.



Childhood

The Web of Life

Evaluate the twelve areas in which you can roughly categorise a life, from 1 (discontent) to 10 (very content). Colour in the relevant spaces. This way you'll get a cobweb of contentment. You can copy this page and repeat this technique several times or share it with others.



Your Emotional World

A myriad of theories and empirical findings are suggesting that an adequate procession of emotions plays a significant role for mental health. Which emotions do you feel most often? Which of them would you like to foster and which ones would you like to reduce? Evaluate from 1 to 5 what role these emotions play in your life and highlight whether you'd like to feel them more intensely or less intensely in future. In time you learn the vocabulary of emotions. This can help you to name your emotions more specifically. You can look back at this list every time you plan a new month. Then you can reflect on whether you should plan some activities that cause the emotions you want to foster.

active	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	dejected	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
affectionate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	depressed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
aggressive	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	determined	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
agitated	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	disappointed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
ambitious	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	discontented	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
amused	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	disillusioned	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
angry	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	disinhibited	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
anxious	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	disinterested	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
apathetic	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	distanced	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
arrogant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	distressed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
balanced	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	eager	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
bored	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	easygoing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
brave	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	embarrassed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
callous	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	empathic	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
calm	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	empty	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
caring	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	energetic	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
cautious	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	enthusiastic	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
charming	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	envious	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
cheerful	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	euphoric	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
compassionate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	exasperated	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
concerned	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	excited	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
confident	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	exhausted	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
confused	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	exhilarated	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
constrained	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	expectant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
content	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	extroverted	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
cold	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	fearful	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
cosy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	fearless	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
critical	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	feisty	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
curious	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	free	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
cynical	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	friendly	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
defiant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -	frustrated	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -

Good Habits

Think of up to six habits you'd like to foster throughout the upcoming months. Describe as well why you chose exactly these habits and how well you think you might feel if you had stuck to them consistently. When you make yourself aware of your underlying motivation, you are more likely to keep your habits. Put your habits into the habit tracker, which you will find in the monthly planners at the end of the diary part.

1st habit

Why do you want to foster this habit? How would you feel if you succeeded?

2nd habit

Why do you want to foster this habit? How would you feel if you succeeded?

3rd habit

Why do you want to foster this habit? How would you feel if you succeeded?

Your Inner Critic

Have you ever consciously observed how you talk to yourself? You will have an inner voice that reprimands you, holds you back or talks you into a sense of shame. That is totally normal because your inner critic wants to protect you from danger and future failure. Self-critique can motivate you to always give your best but the border to very limiting thoughts is fluid. To recognise this phenomenon better, evaluate now the following statements from 1 to 10.

	1	2	3	4	5	6	7	8	9	10
I criticise many of my thoughts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The tone in my head is very aggressive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I also criticise small thoughts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I criticise my performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I criticise my behaviour in social contacts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I criticise my looks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I compare myself to others a lot	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I take the inner critic very seriously	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1 (not at all) to 10 (very much)

There's a trick which can help gain some distance from this nagging voice: give your inner critic a name. Through personification you can say, when you recognise the reprimanding voice, that it's just Bernard, Ernest or Gerard who wants to protect you from potential harm but whose advice you can confidently reject.

My inner critic's name

Now try to write down situations in which your inner critic shows up on a regular basis.

Your Year in Pixels

For this technique you need pens in five different colours. Each column represents one month, each box a day. Every day mark how you're feeling with a colour. Our suggestion: red means very good, orange is good, yellow is okay, green for rather bad and blue for very bad. If you want to mark certain emotional particularities, you can additionally draw symbols into the boxes, for instance an x for a panic attack. You can define these factors yourself.

	1	2	3	4	5	6	7	8	9	10	11	12
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
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26												
27												
28												
29												
30												
31												

Your colours

- very good*
- good*
- okay*
- rather bad*
- bad*

Your special factors

- _____
- _____
- _____
- _____
- _____
- _____

What gives you energy?

If you can name what gives you energy and power in your life, you can work towards integrating more of it into your life. This way you avoid situations that deprive you of energy. Just tick them off!

- being alone
- being with people
- time with friends
- time with family
- time with partner
- doing sports
- painting, crafting
- playing music
- surfing the internet
- playing
- reading
- watching series/movies
- being in nature
- meditating
- tenderness
- partying
- going out for dinner
- cooking
- wellness
- working
- excursions
- travelling
- DIY
- doing nothing

How well do you sleep?

All mindfulness techniques have little effect when you're sleep deprived. Evaluate quarterly to which extent the following factors are true for you, from 0 (not true) to 10 (absolutely true).

		<i>Date</i>		
I don't use my phone / computer before going to sleep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I always go to bed at the same time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I go to bed completely relaxed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My bed is very comfortable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I fall asleep quickly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No external factors are disturbing my sleep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I sleep deeply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My room is very dark at night	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My room is very quiet at night	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am wide awake in the morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fill in scores from 0 to 10

What causes you stress?

If you don't know your biggest stress factors, all mindfulness is in vain. Because, then even a small situation can get you out of balance. Tick what puts you in a state of unease.

- | | | |
|--|---|--|
| <input type="checkbox"/> being alone | <input type="checkbox"/> working | <input type="checkbox"/> conflicts at work |
| <input type="checkbox"/> being with people | <input type="checkbox"/> not being able to work | <input type="checkbox"/> personal conflicts |
| <input type="checkbox"/> time with friends | <input type="checkbox"/> exams | <input type="checkbox"/> uncertainty at work |
| <input type="checkbox"/> time with family | <input type="checkbox"/> presentations | <input type="checkbox"/> private uncertainty |
| <input type="checkbox"/> time with partner | <input type="checkbox"/> travelling | <input type="checkbox"/> unfinished tasks |
| <input type="checkbox"/> doing sports | <input type="checkbox"/> deadlines | <input type="checkbox"/> phone calls |
| <input type="checkbox"/> doing no sports | <input type="checkbox"/> organisational stuff | <input type="checkbox"/> doing nothing |
| <input type="checkbox"/> running errands | <input type="checkbox"/> business appointments | <input type="checkbox"/> filling in lists |

How prone are you to burnout?

Overworking is only one out of many reasons that promote burnout. Therefore, always keep an eye on these factors and evaluate them once every quarter, from 0 (not true) to 10 (absolutely true).

			<i>Date</i>		
I have a lot of control at work / at uni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have much control in private life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I get a lot praise at work / at uni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I get a lot praise in private life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I experience a sense of community at work / at uni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I experience a sense of community in my private life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in my surroundings are treated fairly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are no value conflicts at work / at uni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am not overworked at work / at uni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am not stressed in my private life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fill in scores from 0 to 10

Your Needs

When it comes to needs we distinguish between *basic needs*; the default of which can lead to psychological stress, and *growth needs*; the fulfilment of which grants us gratification but which aren't necessarily essential for survival. Now evaluate the following factors, from 1 (not at all) to 5 (very much), how much you consider your needs met. Take into account that not every person assigns the same value to every need. So you don't have to evaluate every factor as *very fulfilled* to live a good life. If you like, you can tick the circle next to each need if you want to give special attention to it throughout the upcoming quarter. But keep in mind that these are the big tools of your life: wishing for improvement in certain areas is easy, putting them into action is not. Repeat this technique once every quarter.

Date: _____

Basic needs

- Basic needs, food, water, sleep () () () () () ○
- Health (physical and mental) () () () () () ○
- Safety, housing, finances () () () () () ○
- Social needs () () () () () ○

Growth needs

- Fulfilment, spiritual purpose () () () () () ○
- Self-fulfilment, art () () () () () ○
- Appreciation, success () () () () () ○
- Fun, adventure/relaxation, free time () () () () () ○

Date: _____

Basic needs

- Basic needs, food, water, sleep () () () () () ○
- Health (physical and mental) () () () () () ○
- Safety, housing, finances () () () () () ○
- Social needs () () () () () ○

Growth needs

- Fulfilment, spiritual purpose () () () () () ○
- Self-fulfilment, art () () () () () ○
- Appreciation, success () () () () () ○
- Fun, adventure/relaxation, free time () () () () () ○

Diary Instructions

We will now explain to you how you can use the diary part. Only use those techniques that you like and don't waste energy forcing something upon yourself. If analysing your wellbeing every day is not to your taste: don't do it. You don't have to track your habits yearly, monthly and weekly, just choose one or two methods. A *Good Plan* accompanies you for a year, so don't torture yourself with tasks that are not your cup of tea.

How we handle holidays

As this is an undated version of *A Good Plan* you won't find any national holidays in the diary. Therefore, start with writing all the national holidays into your diary.

The structure of the weekly view: Appointments

This part of the diary consists of one double page per week. The left-hand side is for your appointments. By way of illustration we have displayed it here on the right-hand page. Every day has mindfulness labels (1) on the far right-hand side. Here you can evaluate different factors that influence your wellbeing with just one line. This way you will recognise stress patterns quickly. The few seconds you use for reflection will direct your focus immediately towards your overall state.

Mindfulness labels explained

Evaluate the following factors on a scale from 1 to 5 by marking the boxes. It only needs you to draw a line and takes just a few seconds.

Sleep	☺ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Have you slept well and enough?
Mood	😊 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	How are you?
Food	🍴 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Did you eat healthy food?
Water	🥛 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Did you drink enough water?
Activity	👉 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Did you move enough?
Wellness	👏 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Did you do something nice for yourself?
Social	👥 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Did you keep up your social connections?
Stress	🧘 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	How high is your stress level?

At the bottom, you will find a quote or a saying (2). Right next to it there is a small habit tracker (3). You can track your good habits with it. Every circle represents one day of the week. Tick it daily when you have stuck to this habit. You can define the habit in every monthly planner at the end of the diary part.

Jan 23	Feb 23	Mar 23	Apr 23	May 23	June 23
1	1	1	1	1 ¹⁸	1
2 ¹	2	2	2	2	2
3	3	3	3 ¹⁴	3	3
4	4	4	4	4	4
5	5	5	5	5	5 ²³
6 ⁶	6 ⁶	6 ¹⁰	6	6	6
7	7	7	7	7	7
8	8	8 ⁸	8	8 ¹⁹	8 ⁸
9 ²	9	9	9 ⁹	9	9
10	10	10	10 ¹⁵	10	10
11	11	11	11	11	11
12	12	12	12	12	12 ²⁴
13	13 ⁷	13 ¹¹	13	13	13
14	14	14	14	14	14
15	15	15	15	15 ²⁰	15
16 ³	16	16	16	16	16
17	17	17	17 ¹⁶	17	17
18	18	18	18	18	18
19	19	19	19	19	19 ²⁵
20	20 ⁸	20 ¹²	20	20	20
21	21	21	21	21	21
22	22	22	22	22 ²¹	22
23 ⁴	23	23	23	23	23
24	24	24	24 ¹⁷	24	24
25	25	25	25	25	25
26	26	26	26	26	26 ²⁶
27	27 ⁹	27 ¹³	27	27	27
28	28	28	28	28	28
29		29	29	29 ²²	29
30 ⁵		30	30	30	30
31		31		31	

July 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23
1	1	1	1	1*	1
2	2	2	2 ⁴⁰	2	2
3 ²⁷	3	3	3	3	3
4	4	4 ³⁶	4	4	4 ⁴⁹
5	5	5	5	5	5
6	6	6	6	6 ⁴⁵	6
7	7 ³²	7	7	7	7
8	8	8	8	8	8
9	9	9	9 ⁴¹	9	9
10 ²⁸	10	10	10	10	10
11	11	11 ³⁷	11	11	11 ⁵⁰
12	12	12	12	12	12
13	13	13	13	13 ⁴⁶	13
14	14 ³³	14	14	14	14
15	15*	15	15	15	15
16	16	16	16 ⁴²	16	16
17 ²⁹	17	17	17	17	17
18	18	18 ³⁸	18	18	18 ⁵¹
19	19	19	19	19	19
20	20	20*	20	20 ⁴⁷	20
21	21 ³⁴	21	21	21	21
22	22	22	22	22*	22
23	23	23	23 ⁴³	23	23
24 ³⁰	24	24	24	24	24
25	25	25 ³⁹	25	25	25 ⁵²
26	26	26	26	26	26
27	27	27	27	27 ⁴⁸	27
28	28 ³⁵	28	28	28	28
29	29	29	29	29	29
30	30	30	30 ⁴⁴	30	30
31 ³¹	31		31*		31

Goals and Wishes

What I'm looking forward to

What is going to be challenging

Mon



Tue



Wed



Thu



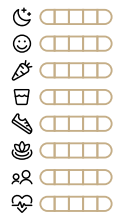
Fri



Sat



Sun



1

2

2

3

3

3

In our tips and advice, we use many terms that sound big and important; mindfulness, self-love, fulfillment, etc. This might suggest that one piece of wisdom after the other will be awaiting you here and that you should follow each of them. That's not true! Most tips are considerably shortened, sound more meaningful than they are and shouldn't influence you too much. See them as an offer to gain some new motivation. Throughout the year this might lead to some new perspectives and food for thought and that's all we want. No tip is supposed to become an irrefutable belief, no advice should influence you too much, because you probably, intuitively do most things right, but may also do them completely differently from what we recommend. When in doubt, always trust your gut feeling.

Mon



Tue



Wed



Thu



Fri



Sat



Sun



"I cannot do all the good the world needs. But the world needs all the good I can do." – Jana Stanfield



1

2

2

3

3

3

Large, loaded concepts like mindfulness have the tendency to become a kind of attitude towards life and an identification factor too and that's okay. But likewise, it's okay if you have a rather relaxed approach when dealing with mindfulness and, therefore, don't identify with it. Mindfulness is firstly a tool in the toolbox for mental health. You can use it when you need it, or you can establish it gently even if you don't need it right now. Being present in the moment, shedding light onto your needs, reflecting on your thinking and patterns of behaviour, all of it can enrich and slow your life down, but it doesn't need to become the core of your self. This way you avoid developing a kind of pressure to perform in order to be extra mindful all the time.

What happened this month

What I'm grateful for

What I did well

What was difficult

Mindfulness Labels

Now you can evaluate all factors of the mindfulness labels again for the whole month and write down your findings.

	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Self-Reflection Psyche

Evaluate the following statements for the past month on a scale from 0 to 3. 0 means *not at all or very rarely*, 1 means *sometimes*, 2 means *more often* and 3 means *most often or always*.

I took care of my needs	<input type="text"/>
I had enough enough social interactions	<input type="text"/>
I'm content with what I achieved	<input type="text"/>
I was optimistic	<input type="text"/>
I tried something new	<input type="text"/>
I was as active as usual	<input type="text"/>
I was always able to fully relax	<input type="text"/>
I tried seeing the good	<input type="text"/>
I appreciated what I have	<input type="text"/>
I was happy and content	<input type="text"/>
I had enough energy for everything that happened	<input type="text"/>
I looked into the future in a hopeful manner	<input type="text"/>
I was brave and didn't have new fears	<input type="text"/>
I could let go of negative thoughts quickly	<input type="text"/>
I slept well	<input type="text"/>
I had as many conversations as usual	<input type="text"/>
I felt secure and comfortable	<input type="text"/>
I enjoyed life	<input type="text"/>
I felt liked by others	<input type="text"/>
I was able to concentrate well	<input type="text"/>
Total	<input type="text"/>

If you consistently have less than 30 points, this could be an indicator that you are feeling intense psychological distress.

Goals and Wishes

Work

Contacts

Health

Free time

What I'm looking forward to

What is going to be challenging

I have up to six habits and track them on the right side of the monthly view

1

2

3

4

5

6

I have only one habit and I track it in the weekly view

1	○ ○ ○ ○ ○ ○
2	○ ○ ○ ○ ○ ○
3	○ ○ ○ ○ ○ ○
4	○ ○ ○ ○ ○ ○
5	○ ○ ○ ○ ○ ○
6	○ ○ ○ ○ ○ ○
7	○ ○ ○ ○ ○ ○
8	○ ○ ○ ○ ○ ○
9	○ ○ ○ ○ ○ ○
10	○ ○ ○ ○ ○ ○
11	○ ○ ○ ○ ○ ○
12	○ ○ ○ ○ ○ ○
13	○ ○ ○ ○ ○ ○
14	○ ○ ○ ○ ○ ○
15	○ ○ ○ ○ ○ ○
16	○ ○ ○ ○ ○ ○
17	○ ○ ○ ○ ○ ○
18	○ ○ ○ ○ ○ ○
19	○ ○ ○ ○ ○ ○
20	○ ○ ○ ○ ○ ○
21	○ ○ ○ ○ ○ ○
22	○ ○ ○ ○ ○ ○
23	○ ○ ○ ○ ○ ○
24	○ ○ ○ ○ ○ ○
25	○ ○ ○ ○ ○ ○
26	○ ○ ○ ○ ○ ○
27	○ ○ ○ ○ ○ ○
28	○ ○ ○ ○ ○ ○
29	○ ○ ○ ○ ○ ○
30	○ ○ ○ ○ ○ ○
31	○ ○ ○ ○ ○ ○

Purchases

Write down all the big purchases you've planned for this year and evaluate how necessary they really are to you (1 = not necessary to 10 = very necessary).

	1	2	3	4	5	6	7	8	9	10
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



