



#### THIS PLANNER BELONGS TO



# Of this is out time

Hey There, Life Editor!

Thank you for purchasing the 12 Week Planner. This workbook will help you get clear on how you want your life to look for the next 3 months and the main priorities you need to focus on to achieve your goals.

The 5-step Life Editing Process will show you how to be thankful for your life (even when you're struggling), what to delete to become more efficient, what to add to reach a new level of success, how to manage your time, and when to take a break to recharge yourself.

That's what being a Life Editor is all about!

For more help mapping out your next action steps, check out the Life Editor Clubhouse at SageGrayson.com/Life-Editor-Clubhouse.



Sage Grayson

LIFE EDITOR



#### Contents

- Who's Sage? 5
- The Life Editing Process 5
- Why Create a 12 Week Plan? 7
  - Aspiration Journaling 8
    - 12 Week Goals 9
- 100 Ways to Change Your Life 16
  - My Morning Ritual 18
    - My Perfect Day 19
  - Vision Board Planning 20
  - My Team of Supporters 21
  - Mandatory White Space 22
- My Word for These 12 Weeks 23
  - My Not-To-Do List 24
  - Bad Day Emergency Kit 25
    - Project Planner 26
- Treats and Rewards Schedule 31
  - Perpetual Calendar 32
  - Weekly Content 36
    Full Month View
    Weekly Planner Pages
  - BONUS Week 13 Planning 68
    - Week 13 Ideas 69
    - Dot Grid Pages 72
    - Life Editor Clubhouse! 88
      - Thank You! 89
      - Contributors 90

#### WHO'S SAGE?



I'm Sage Grayson, and I help ambitious career women edit their habits, routines, and mindsets to balance their happiness at work and home.

I'm a Life Editor...and so are you!

I live in Orlando, Florida, with my dog, Skyla.

#### THE LIFE EDITING PROCESS

Life editing is a form of life coaching that follows a specific step-by-step process for cleaning up your life, much like how a book editor would edit a manuscript.

I was a book editor in the publishing world for more than 10 years before I became a life coach. It was then that I noticed I was using the same techniques to help my clients improve their lives as I did back when I was an editor.

Sometimes our lives can feel like a rough draft. Our days are jumbled, there doesn't seem to be a flow, and we're not living the story of our dreams that's inside of us.

That's where life editing comes in.







#### Step 1

Create a Foundation Even if your life isn't perfect, there are things that support you and keep you stable. The good things that are already working for you are called a foundation.

#### Step 2

Delete Bad Influences You can't add in the good things that are missing in your life until you create some room by deleting all the junk. These could be people, situations, or habits that are not adding value to your life.

#### Step 3

Add Good Habits and Routines After you've deleted the bad influences in your life, you'll notice you'll have much more time, space, and energy for all the good things that have been missing. Now you can do the things you've always wanted to do but never made the time for, find your ideal career, take care of yourself, and have fun.

#### Step 4

Rearrange Everything Into a Perfect Flow If your days aren't going as smoothly as you'd like, you might need to do some adjusting. Just because you have all the components doesn't mean your life is flowing. Rearranging a few things in your schedule can make all the difference.

## Step 5 Make White Space

lake White Space for Personal Self-Care Personal white space is needed for you to have a place to rest, recharge, and breathe. It's self-care so you can be physically, mentally, and emotionally prepared to do what you need to do. It's also a way for you to give yourself a break and do an imperfect job.

#### Always Editing

Life editing is an ongoing process that you can return to again and again. A book editor knows that there will always be something else to tweak, and you'll never stop editing your life either. In fact, I use this framework for my quarterly personal check-ins at the start of every season.

For more information and details about the Life Editing Process, please visit my website at SageGrayson.com.

#### Why create a

# 12 Week Plan?

If you've ever made new year's resolutions in January but given up on them long before spring rolls around, then you know how frustrating yearly goals can be.

We want to edit our lives, but the 12 months of a full calendar year gives us hundreds of chances to mess up our progress.

For many of my clients, thinking on a smaller scale was the tactic that finally allowed them to get the results they wanted. A 12 week plan makes life editing a piece of cake!

#### A 12 week plan works because

- 1. It's a short enough amount of time to feel urgent and give you that underlying sense of urgency to motivate you to do your work. There's no slacking off when it feels like the clock is ticking.
- 2. It's a long enough amount of time to make sustained, lasting progress. You won't backslide into bad habits with 3 months of concentrated effort.

It's easy to visualize where you're going to be in your life, business, relationships, and other areas in the next 12 weeks. But it's a little harder to get a clear picture of where you'll be 12 months from now.

#### 12 weeks is the sweet spot for goal planning!

Use this 12 Week Planner to choose specific goals you want to reach in the next 3 months, then break down those projects into weekly and daily action steps. You'll inch forward without the overwhelm.

You have ginormous goals for yourself, so shrink your plan to an intense 12 weeks of life editing.

You can do it, Life Editor!

#### **Aspiration Journaling**

Describe how your ideal life and business would look these 12 weeks. Write down everything you want to happen, who you want to connect with, the abundance you want to attract, and more. No limits! Be creative! Use the present tense as if what you want is already here.

HOW I WANT TO FEEL

WHO I WANT TO BE

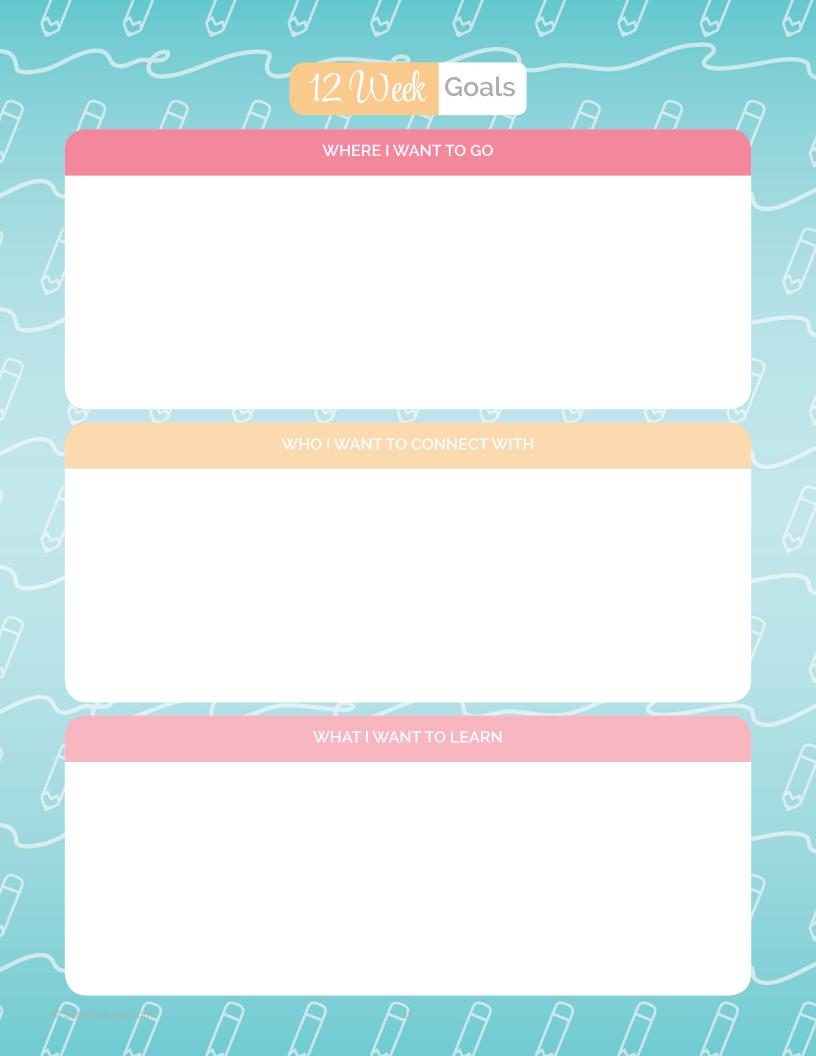
WHAT I REALLY REALLY WANT

WHAT WOULD BE MAGICAL



#### HOW I WANT TO GROW IN THESE 12 WEEKS

WHO I WANT TO BECOME IN THESE 12 WEEKS



#### WHAT I WANT TO READ

#### WHAT I WANT TO SEE

#### HOW I WANT TO REST AND CARE FOR MYSELF

#### WHAT I WANT TO DO AND EXPERIENCE

#### WHAT I WANT TO EXPLORE

#### WHAT I WANT TO CREATE

# PERSONAL DEVELOPMENT RELATIONSHIPS AND CONNECTION

**HEALTH AND FITNESS** 

PROFESSIONAL

**TOTALLY FUN** 

#### $100\,\mathcal{W}$ ays to Change Your Life

This "brain dump" tool will help you think out of the box and come up with unique solutions to your problems.

Choose a title for you project. For example, if you are trying to lose weight, your title would be "100 Ways to Lose Weight." Set a timer for 1 hour, and then list any ideas you have that are ways to lose weight (or whatever your desire may be). It doesn't matter if you've tried these ideas before or if you have no intention of ever doing these things.

The first 25 items will be no-brainer ideas (count calories, park farther way from stores' entrances). Your ideas for 26-50 will push you out of your comfort zone (march in place when I'm on the phone, brush my teeth after every meal).

Ideas 51-75 will open up parts of your brain to out-of-the-box ways of thinking (get a haircut, move to the moon). And ideas 76-100 . . . well, that's where the real magic happens. You'll probably surprise yourself with the imaginative solutions you come up with. Don't discount them even if they seem crazy! Just let them flow.

Be sure to limit your time to 1 hour. It's the sense of urgency that helps you come up with these original ideas. Now, whenever you get stuck on this problem in the future, you'll have 100 ways to solve it. And you can keep adding to the list!

Name Date	
100 Ways to	
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2 19	
3 20	
4 21	
5 22	
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7 24	
8 25	
9 26	
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# $100\, \overline{\mathcal{W}}$ ays to Change Your Life

100 Ways to		
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67	100	

# My Morning Ritual

Design your own morning ritual to center yourself and feel energized for the day. What resources will you include to help you feel like your best self? SILENT REFLECTION

**GUIDED MEDITATIONS** 

AFFIRMATIONS AND MANTRAS

**INSPIRATIONAL BOOKS** 

**UPLIFTING MUSIC** 

VISION BOARD OR DREAM JOURNAL

**EXERCISE AND MOVEMENT** 

# My Perfect Day

Describe a perfect day from start to finish. Where are you? What are you doing? Is there anyone with you? How do you feel?

# Vision Board Planning

A vision board is a large poster covered in pictures of the people, places, things, and experiences that you want. Vision boards help you get really clear about your goals, and clarity is extremely important because you can't move forward unless you know where you want to go.

Before you create your vision board, take a few minutes to sit in a quiet spot and answer the following questions. There are no right or wrong answers. Think big—this is your life we're talking about!

What would your perfect life look like to you? Feel like? Taste like? Sound like? Who is with you?

What have you always wanted to be, do, or have, but you've never started?

Who or what do you wish you had more time for in your life?

What brings you joy and happiness?

What type of person do you want to be?

What would your life look like if everything were working?

Be creative!



# Mandatory White Space

In these 12 weeks, I will take breaks, go on vacations, enjoy my weekends, and relax. By caring for myself, I will be better able to care for my loved ones.

MV SET WORK HOURS

I WILL TAKE OFF A MINIMUM OF 2 DAYS PER WEEK AND THEY ARE

THE HOLIDAYS I WILL OBSERVE

THE VACATIONS I WILL TAKE

EVERYTHING I NEED TO DO TO MAKE THIS WHITE SPACE POSSIBLE

# Word for these 12 Weeks

Choose one word to guide you in these 12 weeks. Write it here:

WHAT THIS WORD MEANS TO ME

I CHOSE THIS WORD BECAUSE

HOW I CAN EMBRACE THIS WORD IN MY LIFE IN THESE 12 WEEKS

#### My Not-To-Do List

In these 12 weeks, I'm giving myself permission to say no more often. By deleting what doesn't serve me, I make space to add in what's been missing.

THINGS I'M GOING TO STOP DOING

THINGS I'M NOT GOING TO PUT ON MY PLATE

THINGS THAT ARE NOT MY RESPONSIBILITY

THINGS I'M GOING
TO DELEGATE

THINGS I WILL SAY NO TO WITHOUT GUILT

THINGS THAT DON'T NEED TO GET DONE

THINGS THAT DRAIN MY ENERGY

THINGS THAT MAKE ME FEEL BAD ABOUT MYSELF

THINGS THAT ARE OUT OF

#### Bad Day Emergency Kit

We all have bad days, so plan for the times that make you want to scream by putting together a kit of pick-me-ups. You need extra white space (self-care) on the bad days.

#### MY FAVORITE BOOKS

#### MY FAVORITE MOVIES AND TV SHOWS

#### MY FAVORITE MUSIC

#### MY FAVORITE TREATS

#### MY BEST FRIENDS AND SUPPORTERS

#### MY FAVORITE PLACES TO VISIT

MY FAVORITE WAYS TO PAMPER MYSELF

MY FAVORITE MANTRAS AND AFFIRMATIONS

# Project Planner

Use these pages to break down your large projects into the smallest next action steps possible. Ideally, each step should take no more than 10 minutes to complete. That way, you'll make steady, noticeable progress every day even if you're distracted or busy and without getting overwhelmed.

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Project Name	Date	

Project Name	Date

Project Name	Date	

# Treats Rewards Schedule

Keep yourself motivated by giving yourself treats and rewards.

Treats are usually free or inexpensive, and you don't need to earn them. Give yourself small treats daily or weekly simply because you're a human being deserving of love and kindness.

Rewards are usually more expensive, and you must earn them through focused work and effort. Give yourself large rewards when you hit milestones along the way to your big goals.

Use this page to map out your treats and rewards schedule.

#### Perpetual Calendar

Use this calendar to list birthdays, anniversaries, holidays, and other important events.

January	February	March
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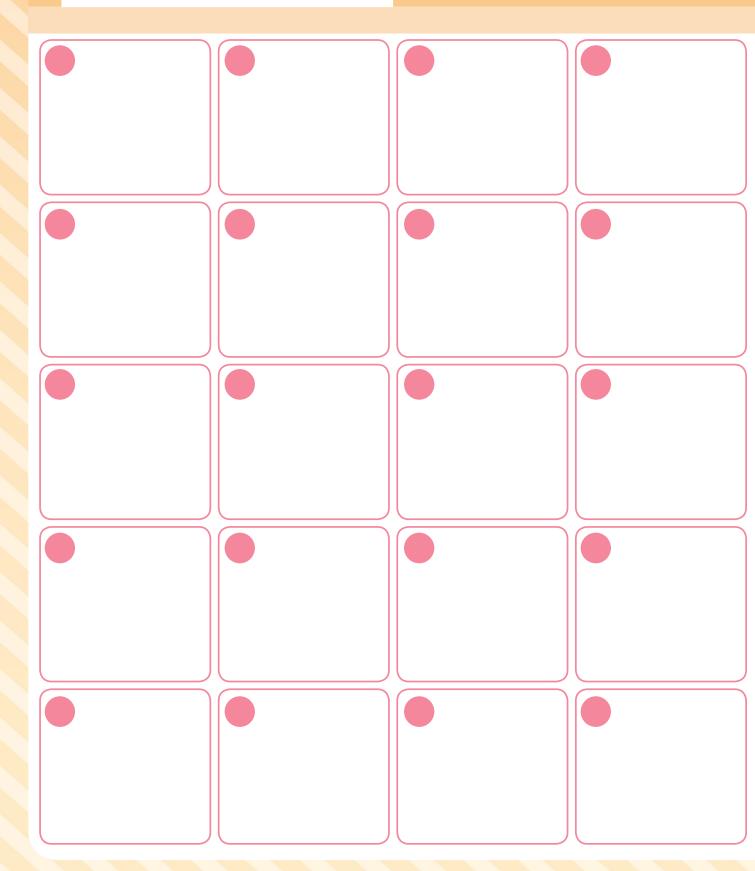
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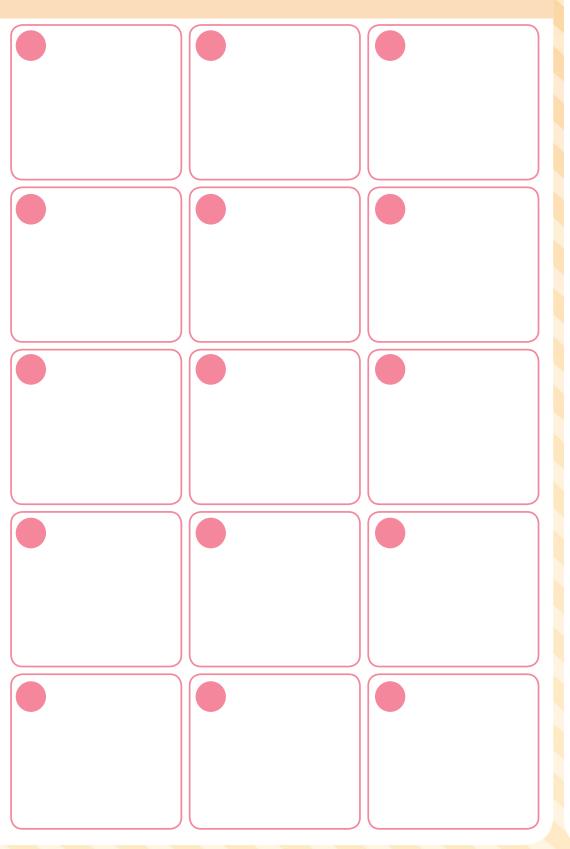
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October	November	December
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#### Goals



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FOUNDATION	DELETE	ADD	REARRANGE	WHITE SPACE

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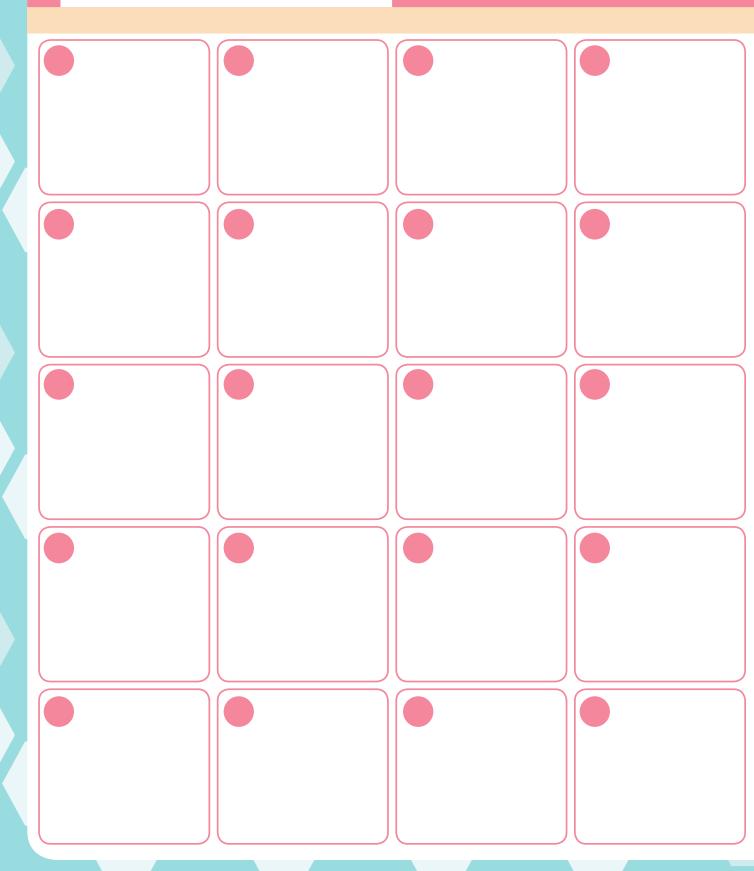
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THURSDAY	

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SATURDAY			SUNDAY
TO DO			
FOUNDATION	DELETE	ADD	WHITE SPACE

MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	

FRIDAY			
SATURDAY			SUNDAY
TO DO			
FOUNDATION	DELETE	ADD	



### Goals

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WEDNESDAY	
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TO DO			
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FRIDAY			
SATURDAY			SUNDAY
TO DO			
FOUNDATION	DELETE	ADD	

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TO DO			
FOUNDATION	DELETE	ADD	

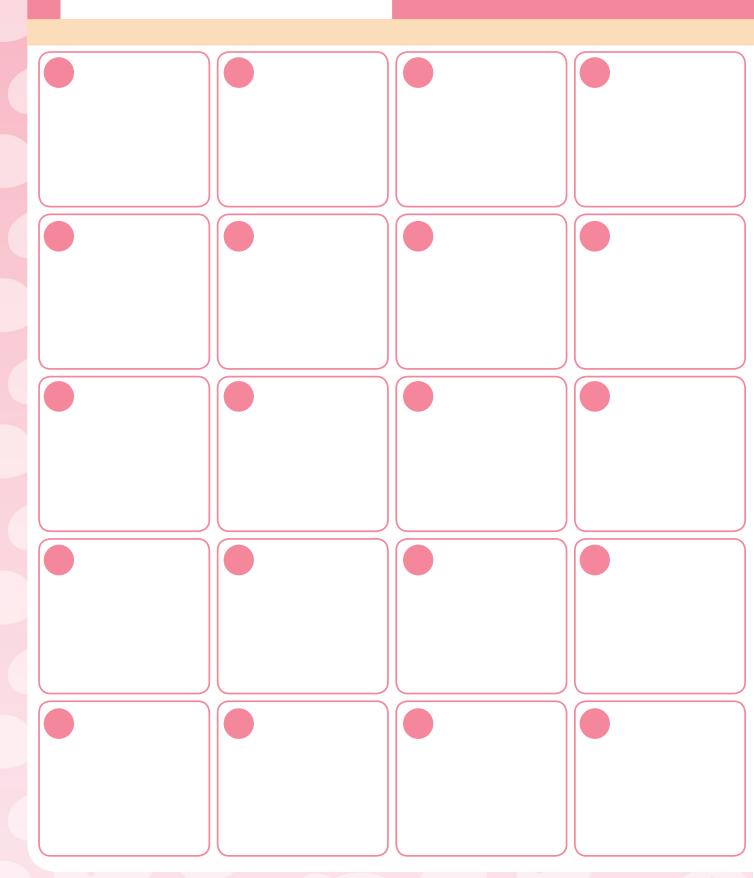
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MONDAY	
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# Goals

7.00



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SATURDAY				SUNDAY	
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TO DO					
FOUNDATION	DELETE	ADD			

63

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WEDNESDAY	
THURSDAY	

FRIDAY			
SATURDAY			SUNDAY
TO DO			
FOUNDATION	DELETE	ADD	

#### 12 Week REVIEW

GOALS RESULTS FOUNDATION PLAN FOR THE NEXT 12 WEEKS

## Piguess Check

Make a cup of tea, find a quiet place, and take some time to review the past 3 months.

WHAT'S CHANGED?

HOW ARE YOU FEELING ABOUT THE DIFFERENT AREAS OF YOUR LIFE?

WHAT GOALS DID YOU ACCOMPLISH?

WHAT DO YOU STILL WANT TO DO?

WHAT THINGS ARE NO LONGER IMPORTANT?

WHAT ARE YOU PROUD OF?

WHAT'S COMING UP NEXT?

# Week 13 Planning

You just blasted through 12 weeks of life editing, but don't dive headfirst into your next 12 weeks just yet!

#### Make space for a 13th week in between your 12 week action plans.

This bonus week is where you'll take a breather and get set up for your next round of productivity.

#### What To Do During Week 13

- · Celebrate your wins and acknowledge your progress from the past 3 months.
- Figure out which goals you reached and where you fell short.
- Determine whether you need to edit or delete any goals you were working on.
- Choose new good habits to add and/or the next level of success you want to reach.
- Examine your schedule and rearrange any appointments or obligations that are slowing you down.
- Consider getting support from friends, family, and accountability partners.
- Plan out your next 12 weeks and add checkpoints and benchmarks into your plan so you know if you're on track or not.
- Take a white space break to recharge yourself before starting your next 12 week plan. You deserve a break!

Your 13th week is all about regrouping so you can make your next 12 weeks count.

Keep going, Life Editor!



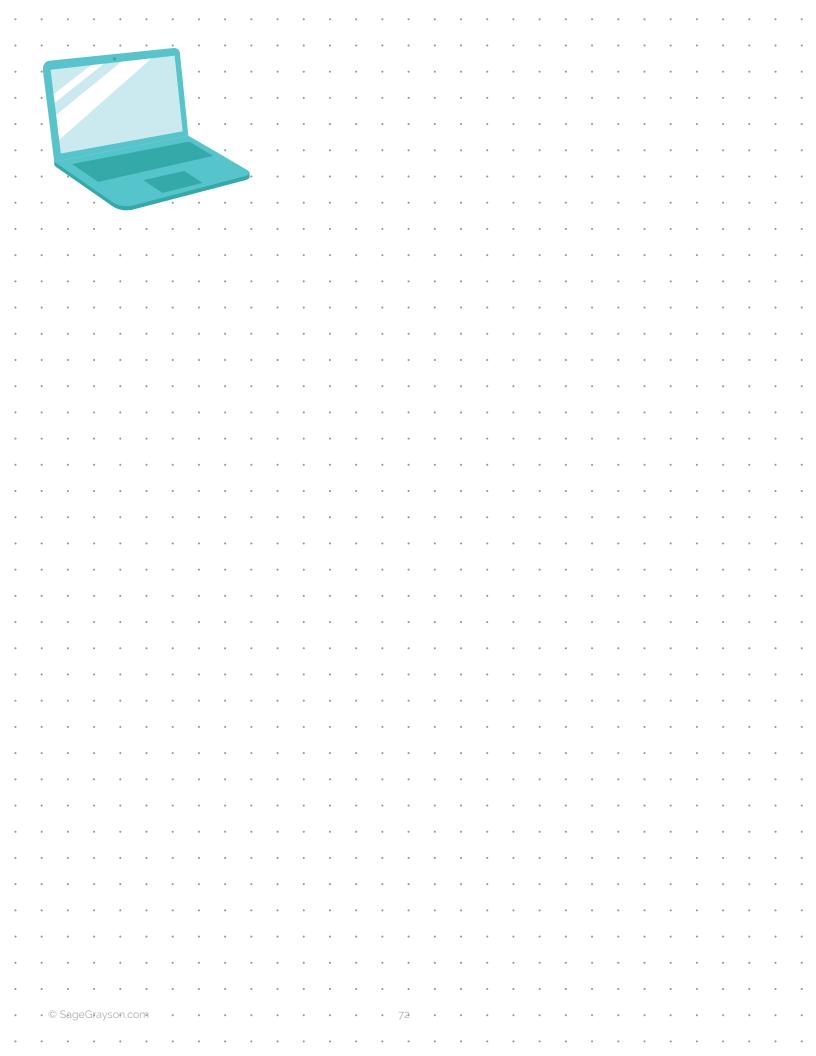
## Week 13 Ideas

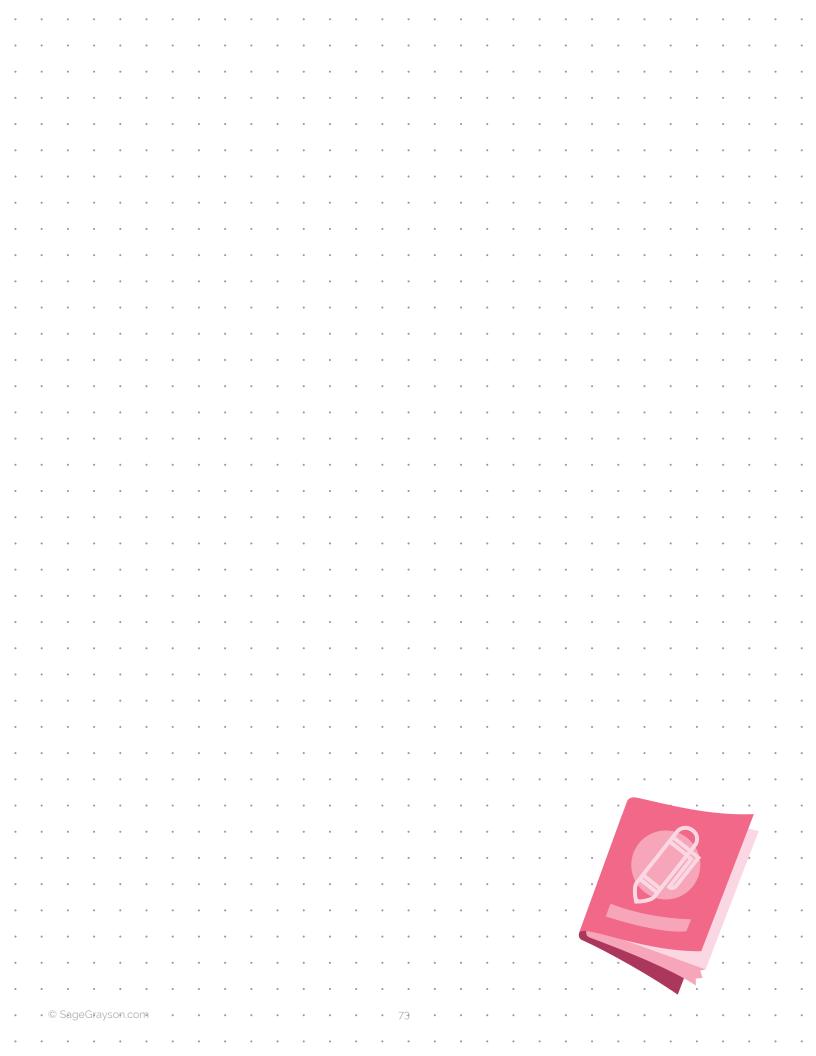
Use this page to mind map, brain dump, and organize your thoughts for your next 12 week plan.

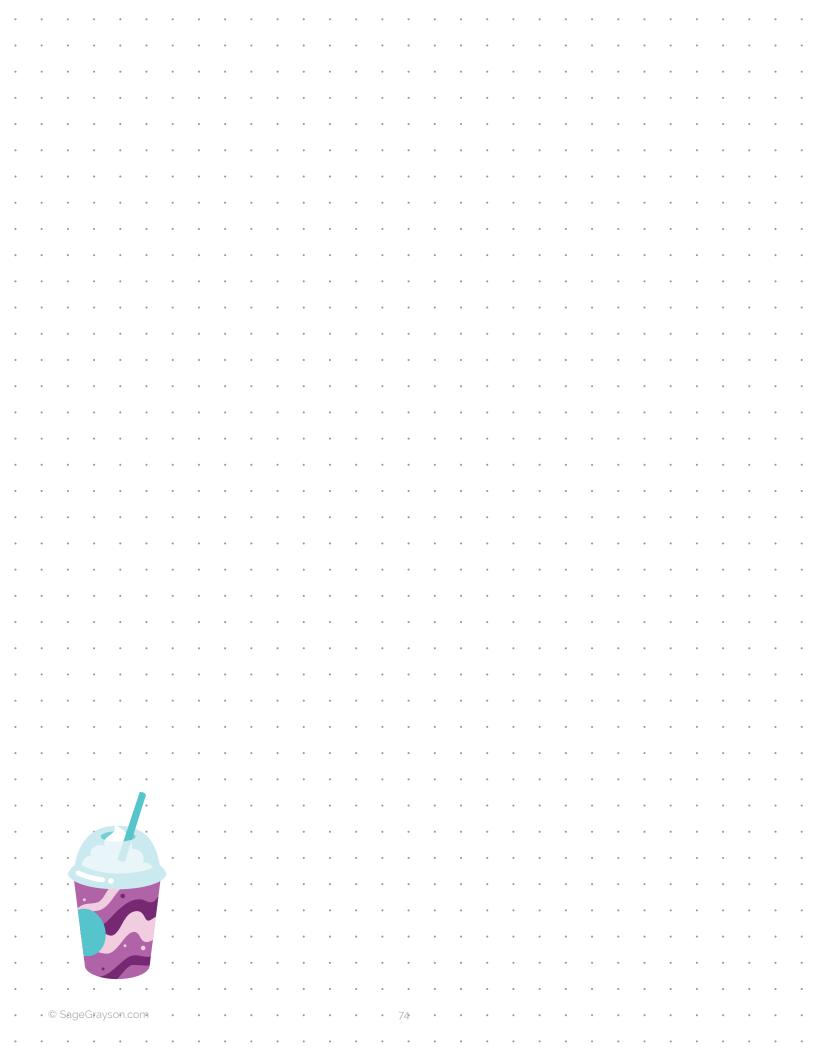
# MONDAY TUESDAY WEDNESDAY THURSDAY

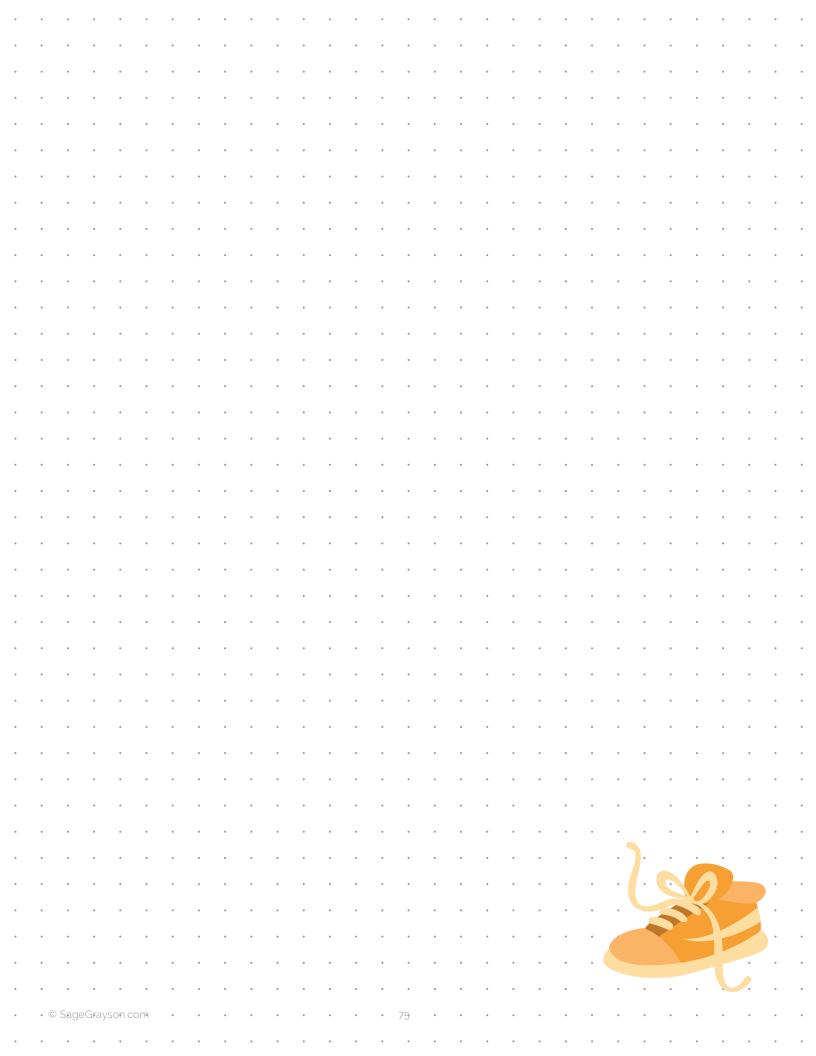
# FRIDAY SATURDAY TO DO FOUNDATION

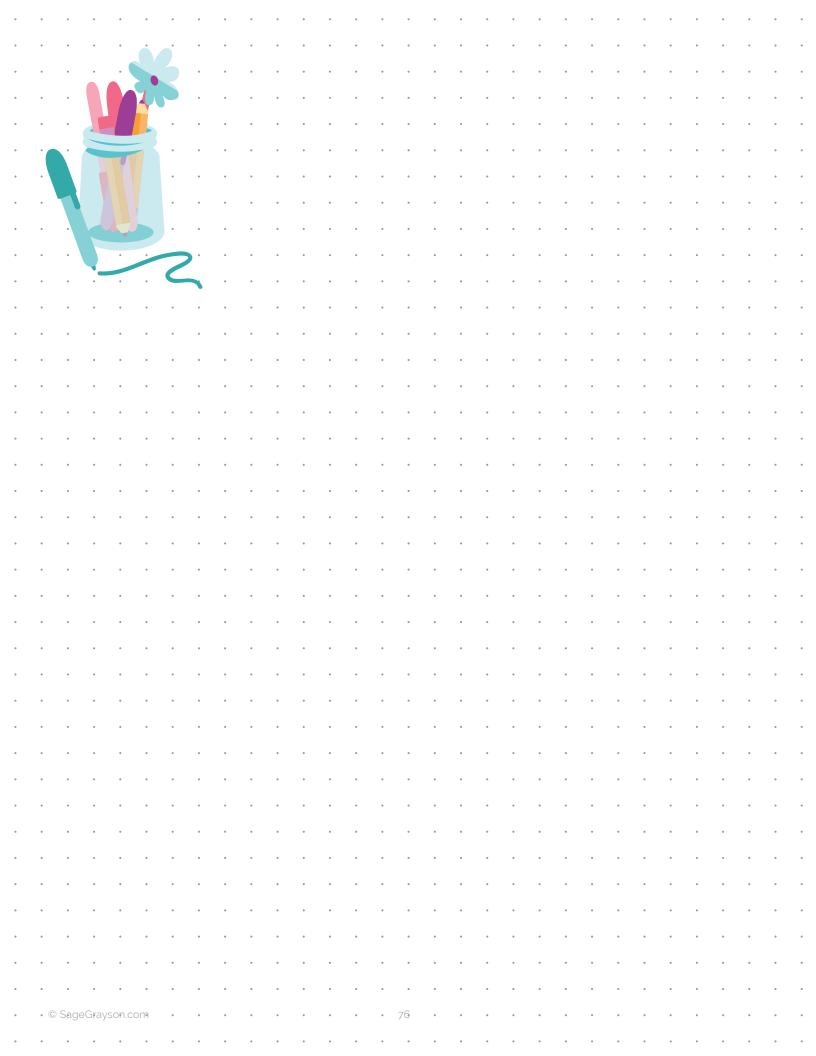
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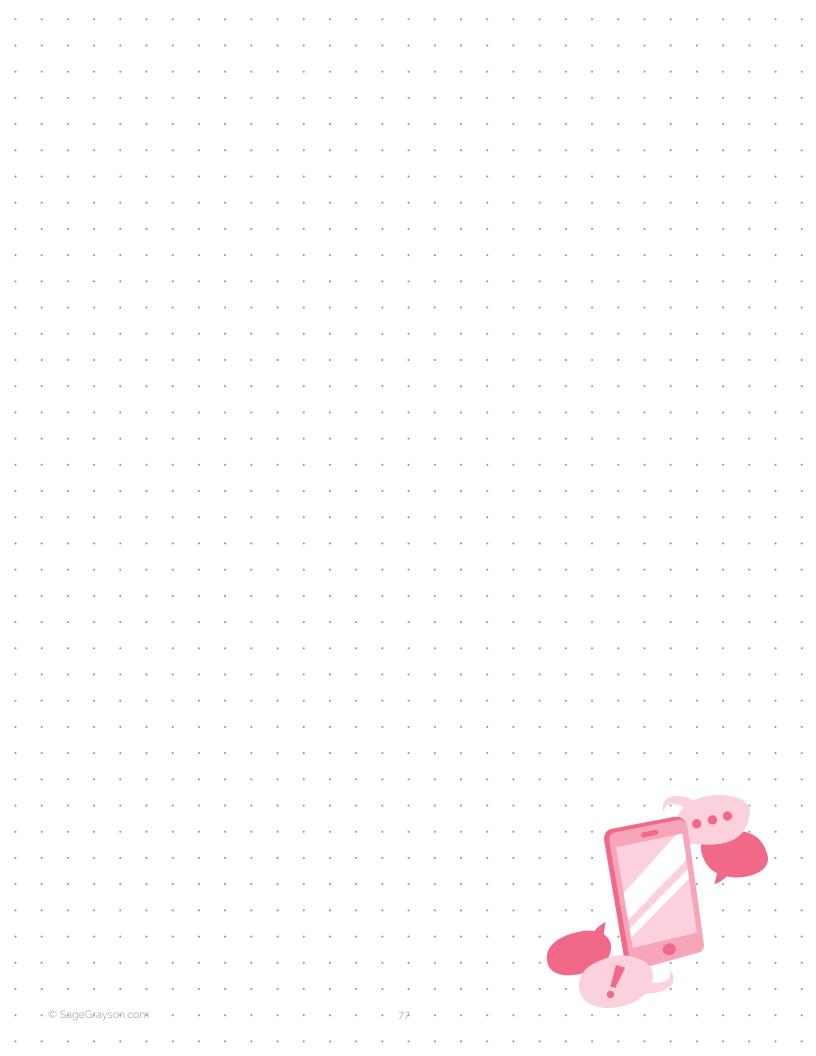




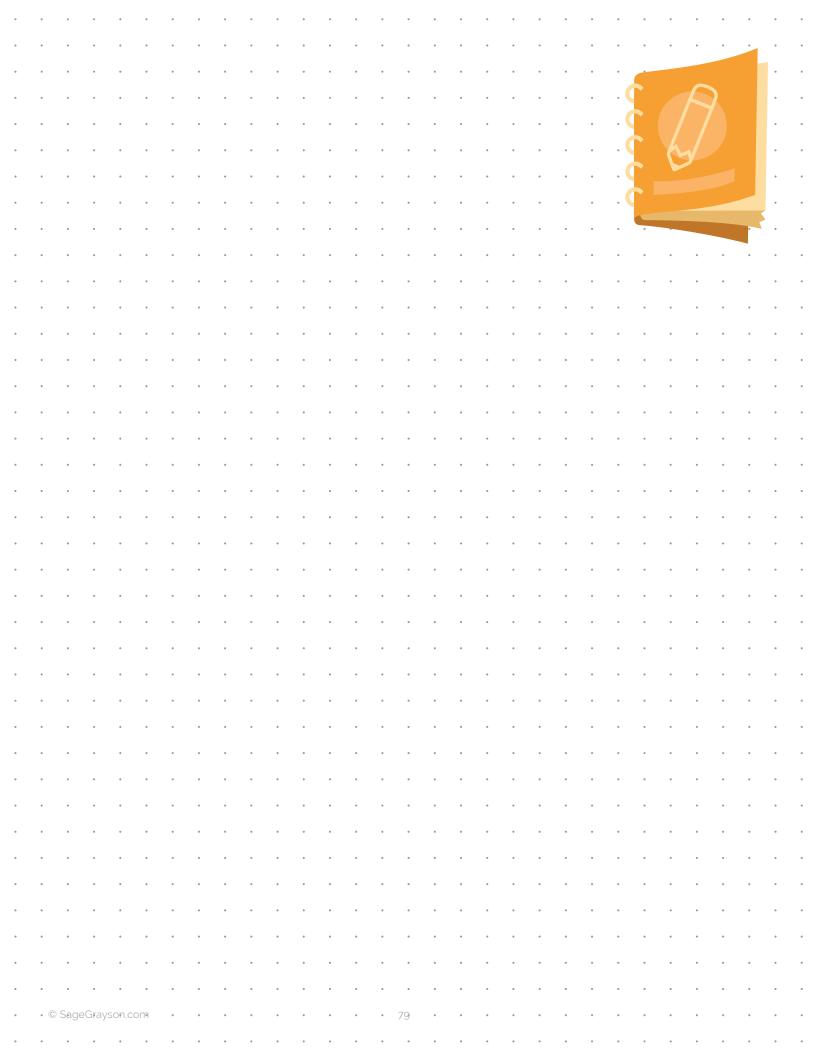


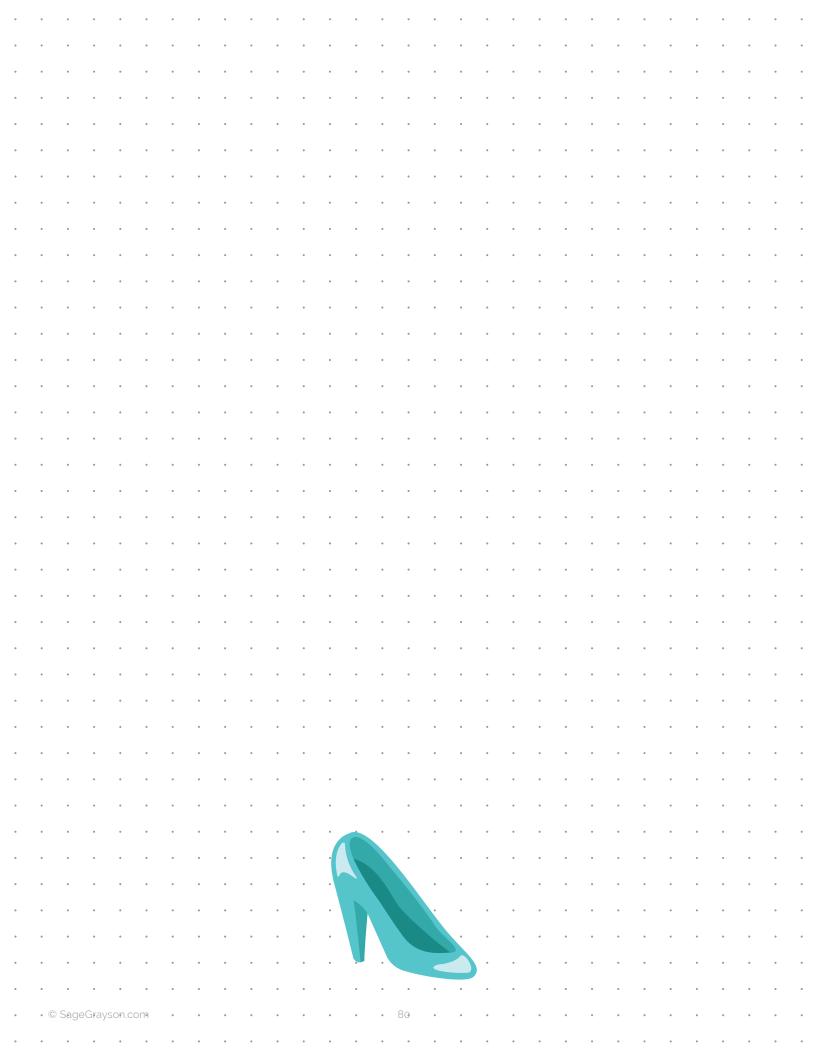


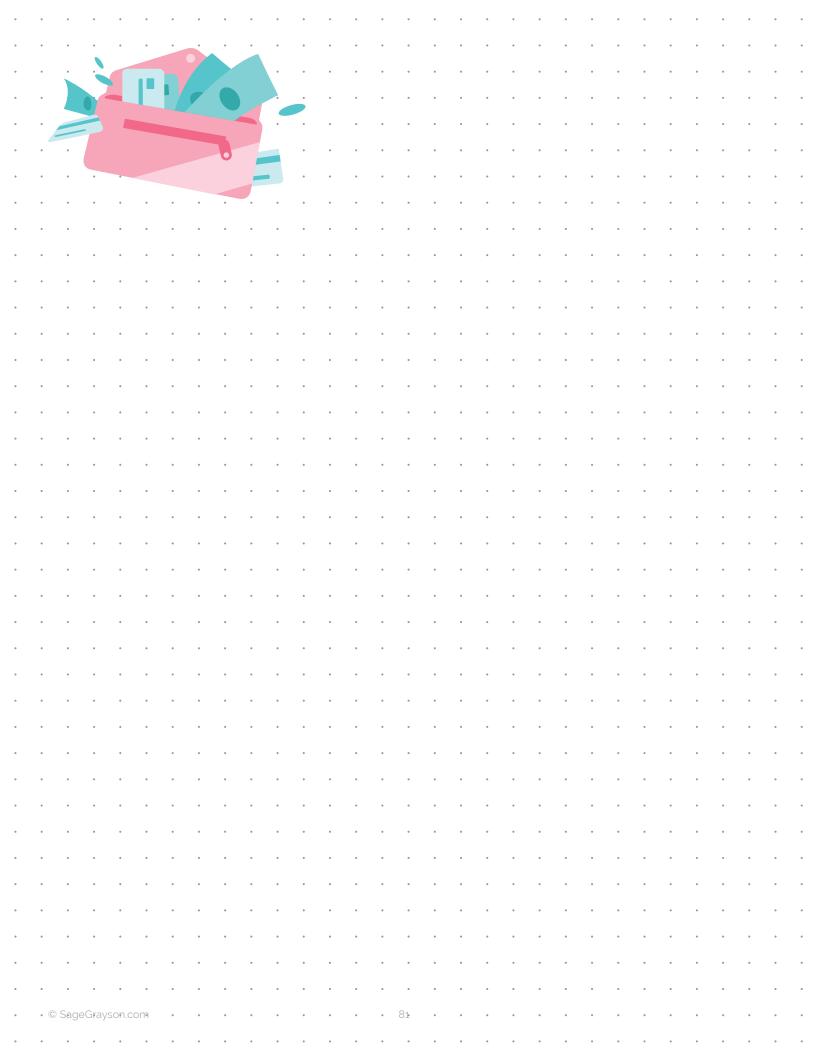




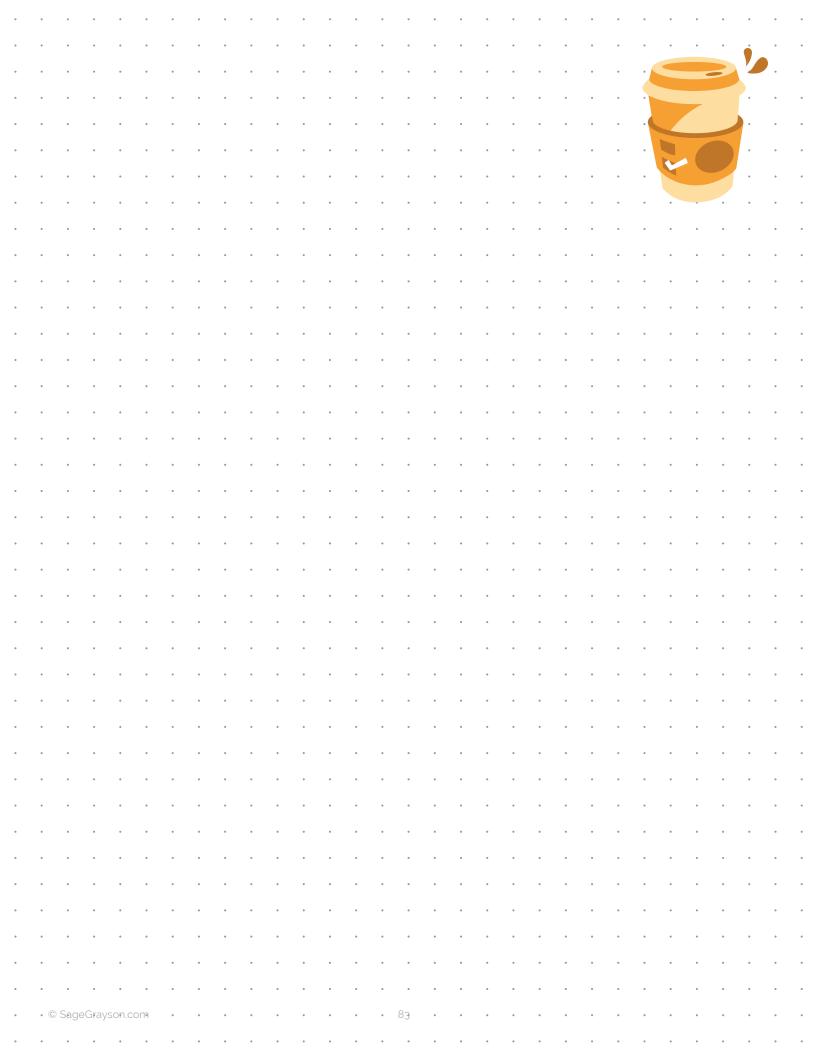


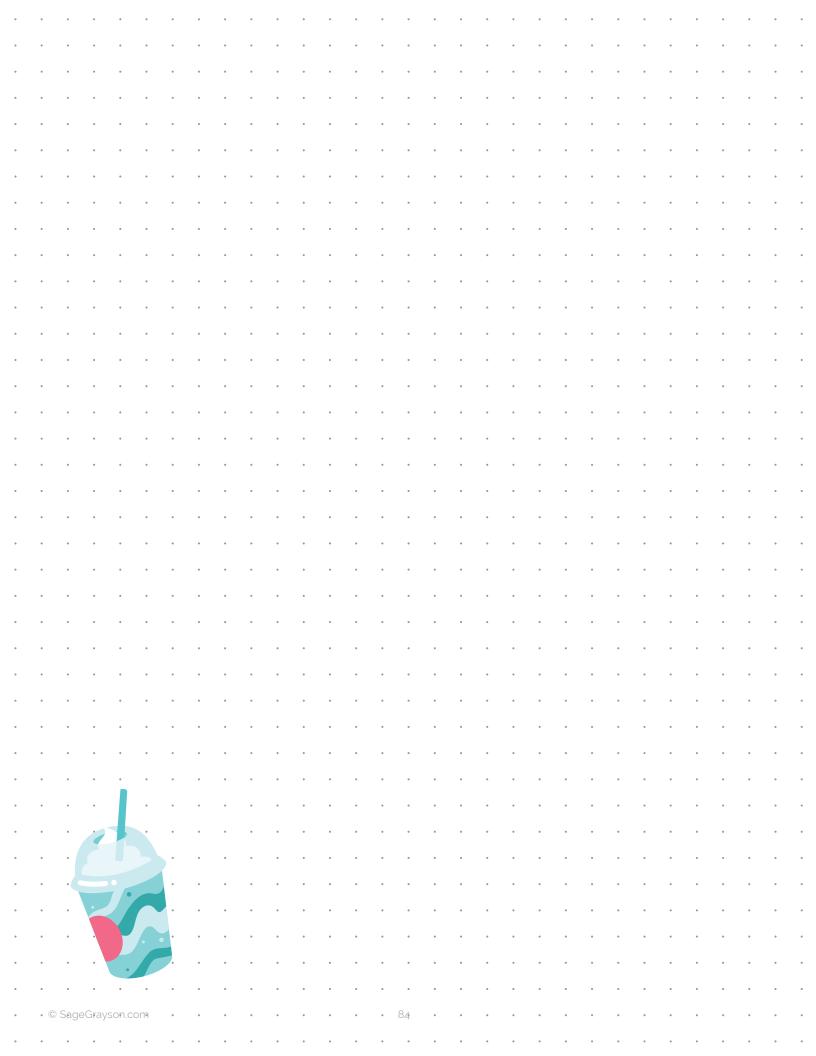


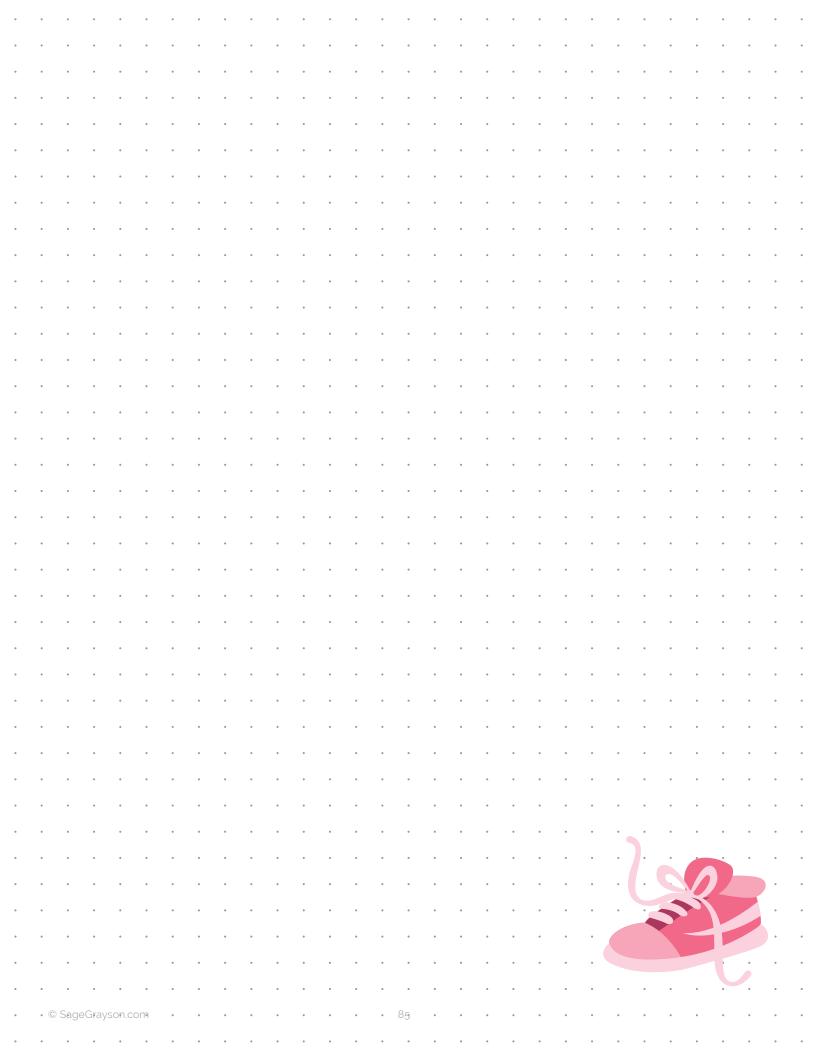


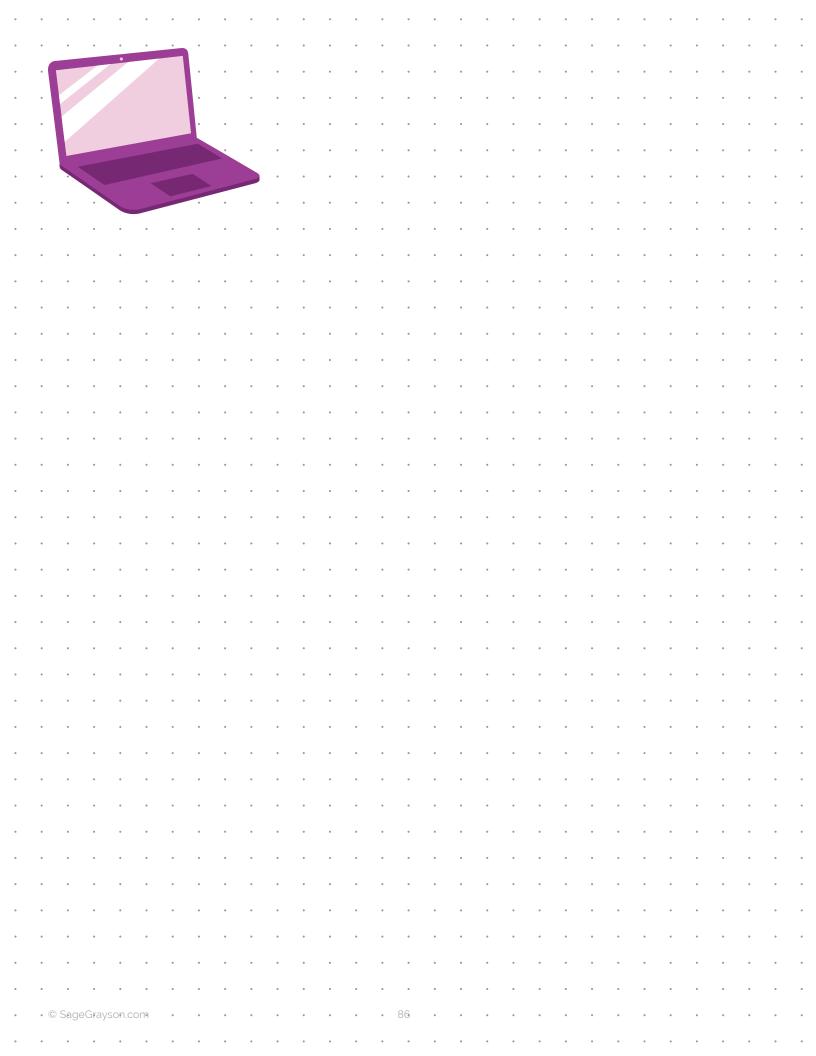


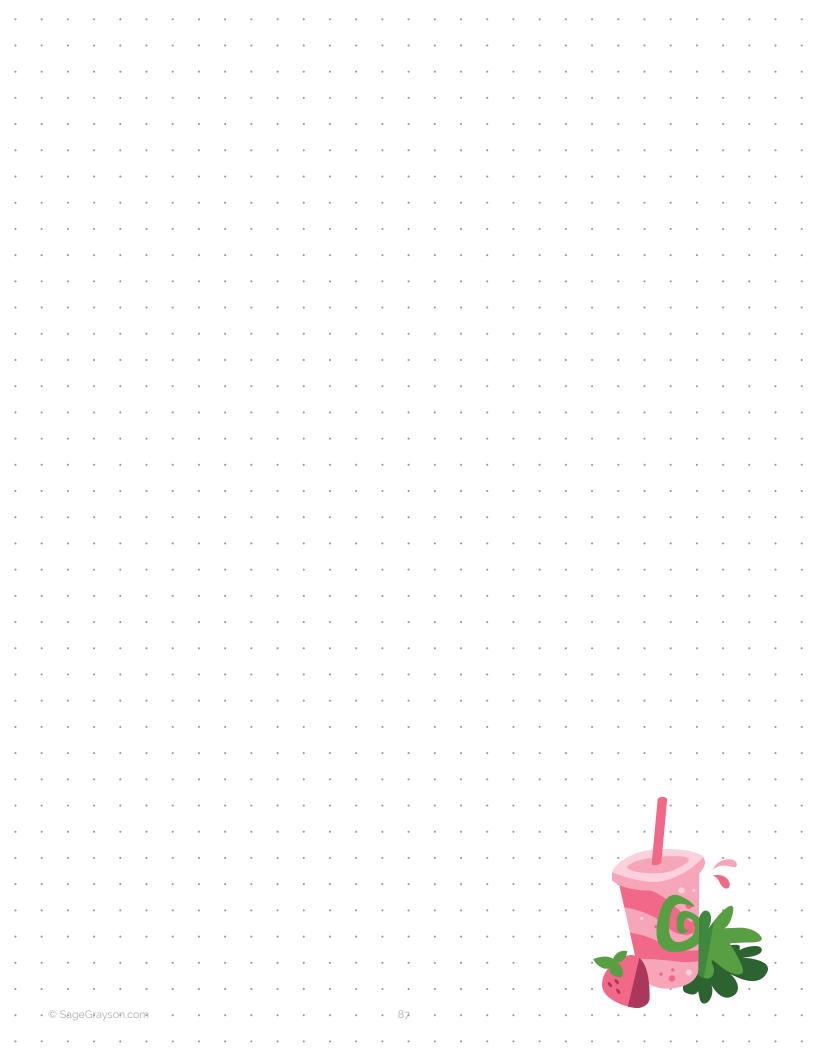
















### You're Invited to Join the Club!

The Life Editor Clubhouse is my membership site for every single product, program, and service I create. It's your one-stop shop for all my life editing goodies.

With a SILVER annual subscription, you'll get access to the monthly interactive Clubhouse Classes plus every class that has been released in the past.

### One annual charge gets you dozens of life editing courses and tools.

The SILVER annual subscription is the cheapest way to take advantage of my expertise and participate in my classes.

The Life Editor Clubhouse has everything you could possibly need to save you time and effort so that you can edit your life and business with ease. No more spinning your wheels or feeling lost.

#### Here's What's Inside the Clubhouse!

- · 40+ video Clubhouse Classes to walk you through the steps of editing your life and business.
- 25+ printable worksheets to help you stay organized and productive.
- The popular Life Editing for Beginners 5-week program.
- The intense Startup In 60 9-week program for entrepreneurs.
- The digital versions of the Edited Year Planners including Life Goals, Business Goals, and the 12 Week Planner.
- · Training videos from my live event Life Editor Weekend.
- The opportunity to apply for the Life Editor Academy GOLD and PLATINUM mastermind groups a full month before the public.
- Monthly interactive webinars so you can speak directly to me and get answers for all your life editing questions!
- New life and business Clubhouse Classes added every month.
- Dozens of my recommended books, tools, apps, and resources that I use on my own life editing journey.
- · A private Facebook group to get support from other Life Editors!

New resources and classes are added monthly, so there's always something new to try!

### Ready to edit your life?

Join the Life Editor Clubhouse at SageGrayson.com/Life-Editor-Clubhouse



# Thank You

Thank you for purchasing the 12 Week Planner. I hope you're excited about what you'll edit in your life for the next 3 months and in the future.

Remember, life editing isn't a race. Take as much time as you need on any of the 5 steps of the Life Editing Process. You'll go through the entire cycle many times over the course of your life. Give yourself permission to try something new and stretch yourself out of your comfort zone.

We're all "rough drafts," but we have the power inside us to make positive changes to become the best versions of ourselves.



## **Happy Editing!**

Sage

Sage Grayson Your Life Editing Guide SageGrayson.com



## Contributors

Sage Grayson Sage Grayson is a professional Life Editor who helps ambitious career women edit their habits, routines, and mindsets to balance their happiness at work and home. On lazy Sundays you can find her reading her more than 30 magazine subscriptions and enjoying cups of jasmine green tea. She lives in Orlando, Florida, with her pit bull Skyla. You can find Sage at SageGrayson.com and on social media.



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- f http://facebook.com/SageGraysonCoaching
- http://pinterest.com/sagegrayson
- http://instagram.com/sagegrayson

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