

DESIGN BY

*aitkonik*

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## THE DAY ON A PAGE PLANNER

IN PARTNERSHIP WITH



**Adobe Acrobat Pro**

FOR NOTETAKERS LISTMAKERS DOERS PLANNERS SCHEMERS AND *dreamers.*



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## THE DAY ON A PAGE PLANNER

The Day On A Page Planner downloadable gives you everyday flexibility to plan your fast paced schedule from work or home. This daily planner will keep you organised, motivated and stay on track with your goals, habits and wellness.

The planners will keep you accountable whilst rewarding you for all your efforts. You've got this!

Consisting of a editable A4 design. Simply download and open the PDF with Adobe Acrobat Pro and you can choose to edit or fill in the desired areas.

Download Adobe Acrobat Pro [here](#).

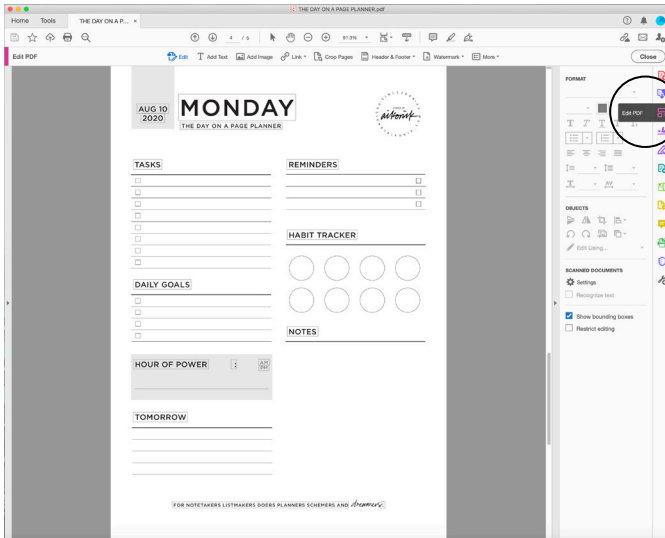
Change the date/day, create new lists from top priorities, tasks, goals, habits. The ability to adjust this planner to suit your daily needs and keep your time management, organisation and motivation on point!

This minimal and functional black and white design allows plenty of space to customise The Day On A Page by handwriting or typing out your own dates and tasks, which will allow it to be reprinted every week. If you choose to hand write and you make a mistake, you can easily print it out again!

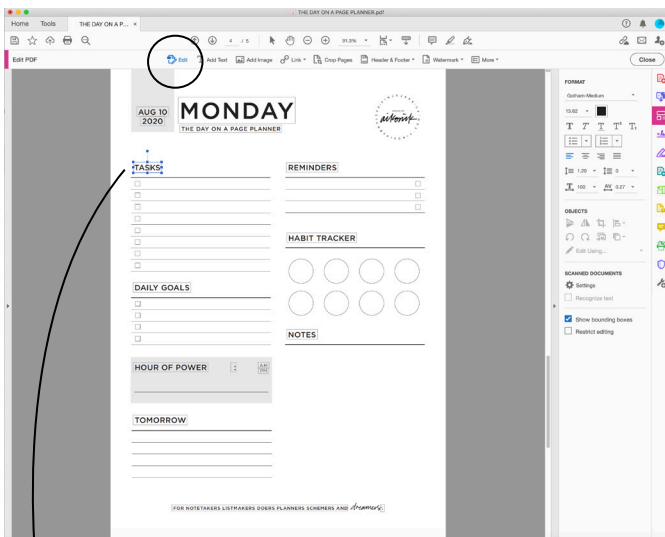


## HOW TO EDIT PLANNER IN ADOBE ACROBAT PRO

Download Adobe Acrobat Pro [here](#).

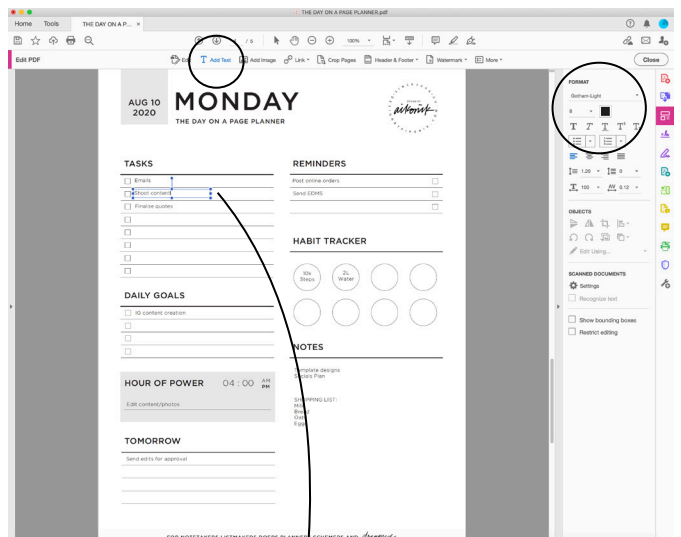


Open Planner in Adobe Acrobat Pro and select the "Edit PDF" tab. This will then give you all the tools required to change and add to your Day To A Page Planner.



Selecting any of the existing type that appears within the planner can be changed. The day/date, heading and all 'lists' can be altered to suit your planning needs. ie. 'Tasks' list could be changed to a 'Shopping List'.

Note: You may choose to begin editing from the 'pre filled in planner', if so, you can start editing by selecting the text and typing over it.



Using the 'Add Text' feature you can draw your own type box if you prefer to type in your daily planner and then print it off. All text fields can be placed and moved as needed. Also if you wanted to insert coloured text to highlight important tasks or change the font style the 'Format' toolbar on the right side will provide everything you need.

IN PARTNERSHIP WITH



**Adobe Acrobat Pro**

AUG 10  
2020

# MONDAY

THE DAY ON A PAGE PLANNER



## TASKS

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## DAILY GOALS

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## HOUR OF POWER

00 : 00 AM  
PM

## TOMORROW

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## REMINDERS

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## HABIT TRACKER

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## NOTES

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AUG 10  
2020

# MONDAY

THE DAY ON A PAGE PLANNER



## TASKS

- Emails
- Shoot content
- Finalise quotes
- 25 x Typography edits
- Business Card Design
- Update RSC website
- New product page to site
- EDM Design

## DAILY GOALS

- IG content creation
- Cook 2 x meals
- 5k Walk
- Read

**HOUR OF POWER** 04 :00 AM  
PM

Edit content/photos

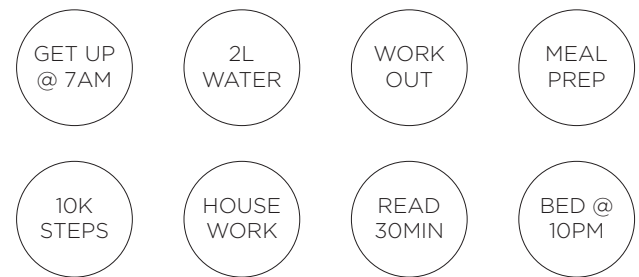
## TOMORROW

- Send edits for approval
- Clean up Dropbox
- Details for IG Comp
- Follow up invoices

## REMINDERS

- Post online orders
- Send EDMS
- Edit Typography post

## HABIT TRACKER



## NOTES

Template designs  
Socials Plan

SHOPPING LIST:  
Milk  
Bread  
Oats  
Eggs