





# 2018

Edited Year

## *Business Goals*

Planner

Sage Grayson  
LIFE EDITOR

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## FOUNDATION

WHITE  
SPACE

# Life Editing Process

DELETE

REARRANGE

ADD

### 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  
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](http://SageGrayson.com).

2018

## Year at a Glance

## JANUARY

S	M	T	W	T	F	S
	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			

## FEBRUARY

S	M	T	W	T	F	S
				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			

## MARCH

S	M	T	W	T	F	S
				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

## APRIL

S	M	T	W	T	F	S
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					

## MAY

S	M	T	W	T	F	S
		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		

## JUNE

S	M	T	W	T	F	S
					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

## JULY

S	M	T	W	T	F	S
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				

## AUGUST

S	M	T	W	T	F	S
			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	

## SEPTEMBER

S	M	T	W	T	F	S
						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						

## OCTOBER

S	M	T	W	T	F	S
	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			

## NOVEMBER

S	M	T	W	T	F	S
				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	

## DECEMBER

S	M	T	W	T	F	S
						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					

Saying Goodbye to 2017

I'M PROUD OF

MY MOST KICKASS MOMENT

I WANT MORE OF

2017

## Business Review

NUMBER OF PEOPLE ON MY  
MAILING LIST

NUMBER OF FOLLOWERS ON EACH OF  
MY SOCIAL MEDIA ACCOUNTS

NUMBER OF BLOG POSTS PUBLISHED

NUMBER OF EMAIL NEWSLETTERS SENT

THE PRODUCTS AND SERVICES I RELEASED DURING THE YEAR  
AND THE INCOME EARNED FROM EACH



My 2018

Business Goals

THE PRODUCTS AND SERVICES I WILL CREATE OR UPDATE THIS YEAR ARE

WHAT I NEED TO DO TO PRODUCE, MARKET, AND SELL THESE THINGS



# Operations Manual

## PLANNING

An operations manual is a step-by-step guide for how to run every single part of your business. You'll want at least one hard copy in a binder and one digital copy.

### What to Include in Your Operations Manual

- ☐ Mission statement
- ☐ Yearly goals, launches, and statistics
- ☐ Contact information for all team members
- ☐ Login information for all programs, social media platforms, etc.
- ☐ How to publish a blog post
- ☐ What and when to publish on social media
- ☐ Customer service information
- ☐ How to send invoices and the current prices for all products and services
- ☐ What to do in an emergency
- ☐ Who has the final say for a decision (chain of command)
- ☐ How to record, edit, and publish videos
- ☐ Editorial calendar and blog post ideas
- ☐ Marketing schedule
- ☐ When product launches are scheduled and who's in charge
- ☐ How to take and edit photos
- ☐ Actions that are specific to your field or business

## My Team of Supporters



MY EMPLOYEES,  
CONTRACTORS, AND HELPERS

THE JOBS I NEED TO HIRE  
HELPERS FOR THIS YEAR

MY ACCOUNTABILITY  
PARTNERS

MY MASTERMIND GROUP

MY MENTORS AND GUIDES

WAYS I CAN NURTURE AND GROW MY SUPPORT NETWORK THIS YEAR

# January 2018

SUNDAY

MONDAY

TUESDAY

WEDNESDAY



1

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3

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31



January 2018

**1** MONDAY

**2** TUESDAY

**3** WEDNESDAY

**4** THURSDAY

# April 2018

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

1

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8

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10

11

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16

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18

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25

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April 2018

2 MONDAY

3 TUESDAY

4 WEDNESDAY

5 THURSDAY

# October 2018

SUNDAY

MONDAY

TUESDAY

WEDNESDAY



1

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October 2018

**1** MONDAY

**2** TUESDAY

**3** WEDNESDAY

**4** THURSDAY

