

The *Kreative* Life

THE FOCUSED MOM PLANNER

+ *Pomodoro Tracker*

- Plan Your Time.
- Protect Your Focus.
- Create a Life You Love.

THIS PLANNER BELONGS TO:

FOCUS
PLAN
THRIVE

HOW TO USE THIS PLANNER

This planner is designed to help you plan with purpose,
stay focused, and create more time for what matters most.

≡ You've got this! ≡

1 PLAN YOUR TIME

Use the planning pages to organize your days, weeks, and months. Break big tasks into smaller steps so you can make steady progress without feeling overwhelmed.

2 FOCUS WITH INTENTION

Use the Pomodoro Tracker (page 4) to stay focused in short bursts. It's a simple yet powerful way to get more done and avoid burnout.



THE POMODORO METHOD (See page 4 for the tracker)

1 WORK (25 MINUTES)



Choose a task and focus on it for 25 minutes.

2 SHORT BREAK (5 MINUTES)



Take a 5 minute break to rest and recharge.

3 LONG BREAK (15-30 MINUTES)



After 4 pomodoros (tomatoes), take a long break.

4 REPEAT



Repeat the cycle and watch your productivity grow!

3 SET GOALS & BUILD HABITS

Use the goal planner and habit tracker to keep yourself accountable and celebrate your progress—big or small!



4 REFLECT & GROW

Use the reflection and notes pages to check in with yourself, capture ideas, and grow with intention every day.



REMEMBER:

Small steps. Consistent action.
Amazing results.



EISENHOWER MATRIX

FOCUS ON WHAT MATTERS MOST

This simple strategy helps you decide what to **do now**, what to **schedule**, what to **delegate**, and what to **let go**.

URGENT

NOT URGENT

IMPORTANT

1 DO IT NOW

Tasks that are urgent and important.

Handle these right away.

Examples:

- Crisis or emergencies
- Pressing deadlines
- Last-minute obligations



2 SCHEDULE IT

Tasks that are important but not urgent.

Plan these into your calendar.

Examples:

- Planning and goals
- Exercise and self-care
- Learning and growth
- Spending time with loved ones



NOT IMPORTANT

3 DELEGATE IT

Tasks that are urgent but not important.

Delegate if you can.

Examples:

- Some emails or calls
- Other people's priorities
- Tasks that can be done by someone else



4 DELETE IT

Tasks that are neither urgent nor important.

Let go or eliminate.

Examples:

- Mindless scrolling
- Time wasters
- Distractions that don't move you forward



HOW TO USE IT

1 WRITE IT DOWN

List all your tasks and place each one in the correct box.



2 FOCUS

Start with Box 1. Then plan time for Box 2.



3 REVIEW & ADJUST

Review your list daily or weekly and adjust as needed.



You don't have to do everything—just the right things.

Work smarter. Live lighter. Love this life.





POMODORO TRACKER

FOCUS IN SHORT BURSTS. GET MORE DONE!

HOW IT WORKS



1 WORK (25 MINUTES)

Choose a task and focus on it for 25 minutes.



2 SHORT BREAK (5 MINUTES)

Take a 5 minute break to rest and recharge.



3 LONG BREAK (15-30 MINUTES)

After 4 pomodoros (tomatoes), take a longer break.

QUICK GUIDE

- ✓ Write the name of your task on each Focus Session line.
- ✓ For each 25 minute work session, color in or fill in one tomato.
- ✓ After 4 tomatoes, take a long break (15-30 minutes).
- ✓ Repeat the cycle and watch your productivity grow!

EXAMPLE:



Remember:

One focused session at a time adds up to BIG results! 

TRACK YOUR FOCUS

FOCUS SESSION 1

TASK: _____



1



2



3



4

After 4 tomatoes, take a long break (15-30 minutes).

FOCUS SESSION 2

TASK: _____



1



2



3



4

After 4 tomatoes, take a long break (15-30 minutes).

FOCUS SESSION 3

TASK: _____



1



2



3



4

After 4 tomatoes, take a long break (15-30 minutes).

NOTES & THOUGHTS

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.....





DAILY PLAN

PLAN YOUR DAY. STAY FOCUSED. FEEL ACCOMPLISHED.

DATE: _____ (M) (T) (W) (TH) (F) (S) (SU)

TODAY'S FOCUS / INTENTION:

TODAY'S SCHEDULE

6:00 AM

7:00 AM

8:00 AM

9:00 AM

10:00 AM

11:00 AM

12:00 PM

1:00 PM

2:00 PM

3:00 PM

4:00 PM

5:00 PM

6:00 PM

7:00 PM

8:00 PM

9:00 PM

10:00 PM

TODAY I WILL TAKE CARE OF:

- ☐ _____
- ☐ _____
- ☐ _____

TOP 3 PRIORITIES

1

2

3

TASK LIST

☐
☐
☐
☐
☐
☐
☐
☐
☐

DONE

☐
☐
☐
☐
☐
☐
☐
☐
☐


POMODORO TRACKER

Today I completed:



=

Pomodoros

NOTES



Small steps *today*, big changes *tomorrow*. 



WEEKLY PLAN



PLAN YOUR WEEK. FOCUS YOUR TIME. MAKE PROGRESS. 

WEEK OF: _____ 

MY WEEKLY FOCUS / INTENTION:



WEEKLY OVERVIEW

MON



TUE



WED



THU



FRI



SAT



SUN



TOP 3 PRIORITIES FOR THE WEEK

1

2

3

WEEKLY TO-DO LIST

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐



HABIT TRACKER

HABIT	M	T	W	TH	F	S	SU
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐

NOTES & REMINDERS



A little progress
each day adds up to
big results.





MONTHLY OVERVIEW

BIG PICTURE. CLEAR PLAN. HAPPY YOU. 

MONTH: _____ 

THIS MONTH'S FOCUS / INTENTION:



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						
						
						
						
						

MONTHLY GOALS

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____



IMPORTANT DATES

-  _____
-  _____
-  _____
-  _____
-  _____

THINGS TO LOOK FORWARD TO

-  _____
-  _____
-  _____
-  _____
-  _____

MONTHLY HABIT FOCUS

HABIT: _____

M	T	W	TH	F	S	SU
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐



REMINDERS



MONTH END REVIEW

-  What went well?

-  What could be improved?

-  I'm grateful for:





APPOINTMENTS & DEADLINES

STAY ORGANIZED. NEVER MISS WHAT MATTERS.



APPOINTMENTS

DATE	TIME	APPOINTMENT / EVENT	LOCATION / WITH	NOTES
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				



DEADLINES

DUE DATE	TASK / PROJECT	DETAILS	PRIORITY	DONE
☐			★ ★ ★	☐
☐			★ ★ ★	☐
☐			★ ★ ★	☐
☐			★ ★ ★	☐
☐			★ ★ ★	☐
☐			★ ★ ★	☐
☐			★ ★ ★	☐
☐			★ ★ ★	☐
☐			★ ★ ★	☐



The secret of
getting ahead
is getting started.

NOTES





GOAL Planner

DREAM IT. PLAN IT. ACHIEVE IT. 



MY BIG GOAL: _____ 

1 WHY THIS GOAL MATTERS

What will achieving this goal mean for me?



2 GOAL DETAILS

What do I want to achieve?

By when?

How will I know I've achieved it?

How will I celebrate?



3 ACTION PLAN Break it down into small steps.

STEP	ACTION STEP	DUE DATE	✓ DONE
1		___/___/___	☐
2		___/___/___	☐
3		___/___/___	☐
4		___/___/___	☐
5		___/___/___	☐
6		___/___/___	☐

4 POTENTIAL CHALLENGES

What might get in the way?

☐ _____

☐ _____

☐ _____

☐ _____



5 SOLUTIONS & SUPPORT

How will I overcome these challenges?

☐ _____

☐ _____

☐ _____

☐ _____



6 DAILY / WEEKLY FOCUS

What can I do consistently?

Daily: _____

Weekly: _____



 • A *goal* without a *plan* is just a *wish*.  • 



PRODUCTIVITY Planner



FOCUS ON WHAT YOU CAN CONTROL. PROGRESS WILL FOLLOW. 

DATE: _____ (M) (T) (W) (TH) (F) (S) (SU)

TODAY'S MOOD:     

TODAY'S TOP TASKS

- 1 _____ ☐
- 2 _____ ☐
- 3 _____ ☐
- 4 _____ ☐
- 5 _____ ☐

 Focus on the top 3 to make the biggest impact! 

OTHER TASKS

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

TIME BLOCKING SCHEDULE

6 AM	
7 AM	
8 AM	
9 AM	
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	
8 PM	
9 PM	

Plan your
time. Protect
your focus.

HABIT TRACKER

HABIT	M	T	W	TH	F	S	SU
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
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	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐

DAILY REFLECTION

-  What went well today?

-  What could I improve?

-  What did I learn?

-  I'm grateful for...



TOMORROW I WILL...

- ☐ _____
- ☐ _____
- ☐ _____



Discipline today, freedom tomorrow. 



NOTES & IDEAS

CAPTURE YOUR THOUGHTS. PLAN YOUR NEXT STEPS. 



NOTES

Handwriting practice lines for notes.



IDEAS TO EXPLORE



BRAINSTORMING SPACE



NEXT STEPS



Write it down. Make a plan.
Make it happen.





HABIT TRACKER

SMALL HABITS. BIG CHANGE. 



MY GOAL: _____ 

HABIT 	DAYS OF THE MONTH																MONTH END REVIEW 
	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	26	27	28	29	30	31	
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
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	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	

HABIT IDEAS

-  Drink more water
-  Exercise
-  Read
-  Wake up early
-  Meditate / Breathe
-  Eat healthy
-  Journal
-  Be present



MONTHLY REFLECTION

 What habits did I do well with?

 What was a challenge?

 What can I improve next month?

 What am I proud of?

STREAK TRACKER

MY LONGEST STREAK:

_____ DAYS 

"We are what
we repeatedly do."

Excellence,
then, is not an act,
but a habit."

– Aristotle



 You don't need to be *perfect*. You just need to be *consistent*. 



WEEKLY HABIT Tracker



CONSISTENCY TODAY. SUCCESS TOMORROW. 

WEEK OF: _____

MY FOCUS THIS WEEK: _____ 

HABIT 	M	T	W	TH	F	S	SU	WEEKLY REVIEW 
 _____	☐	☐	☐	☐	☐	☐	☐	
 _____	☐	☐	☐	☐	☐	☐	☐	
 _____	☐	☐	☐	☐	☐	☐	☐	
 _____	☐	☐	☐	☐	☐	☐	☐	
 _____	☐	☐	☐	☐	☐	☐	☐	
 _____	☐	☐	☐	☐	☐	☐	☐	
 _____	☐	☐	☐	☐	☐	☐	☐	
 _____	☐	☐	☐	☐	☐	☐	☐	

MOTIVATION BOOST

Why I'm building these habits:



Small steps
every day
lead to big changes.

THIS WEEK'S CHALLENGE

One habit I will focus on improving:

How I will challenge myself:



WEEKLY REVIEW

 What went well this week?

 What was difficult?

 What will I do differently next week?



WINS TO CELEBRATE

 _____
 _____
 _____



NEXT WEEK I WILL...

☐ _____
☐ _____
☐ _____
☐ _____
☐ _____



Discipline is choosing between what you want *now* and what you want *most*.





REFLECTION & Progress

LOOK BACK. LEARN. GROW. KEEP GOING.



Take time to reflect on your journey so far!

1 BIG WINS!

What are you most proud of achieving?



☆ _____

☆ _____

☆ _____

2 LESSONS LEARNED

What did you learn along the way?



Three sets of handwriting practice lines, each starting with a heart icon and a dashed line for tracing.

3 AREAS TO IMPROVE

What can you work on moving forward?



☆ _____

☆ _____

☆ _____

MY PROGRESS RATING

How would you rate your progress
on your goal so far?



Just
Starting



A Little Progress



Making Progress



Almost
There!



On My Way
to Success!

WHAT I'M GRATEFUL FOR

 _____
 _____
 _____
 _____
 _____
 _____





A LETTER TO MY FUTURE SELF

Write a kind note to your future self.
Read it when you need a reminder
of how far you've come!



MY COMMITMENT MOVING FORWARD

What is one promise you will make to yourself?

How will you hold yourself accountable?

Who can support you on your journey?



CONGRATULATIONS!

YOU DID IT!

This certificate is proudly presented to

for your amazing effort, dedication, and commitment
to building positive habits and reaching your goals!

YOU'VE SHOWN...



FOCUS

You stayed
focused on what
matters.



CONSISTENCY

You showed up
and gave your
best.



GROWTH

You learned,
improved, and
kept growing.



POSITIVITY

You chose a
positive attitude
every day.



DETERMINATION

You kept going,
even when it was
challenging.

YOUR HARD WORK IS PAYING OFF!



You are building a strong foundation for your future.
Keep believing in yourself and keep taking action.
The best is yet to come!

I AM PROUD OF...

★ _____
★ _____
★ _____
★ _____
★ _____

MY NEXT GOALS...

★ _____
★ _____
★ _____
★ _____
★ _____

I WILL KEEP...

★ _____
★ _____
★ _____
★ _____
★ _____

♥ Believe in yourself today, tomorrow, and always! ★

DATE: _____

SIGNED: _____