



CREATIVE SCHEDULING TEMPLATE

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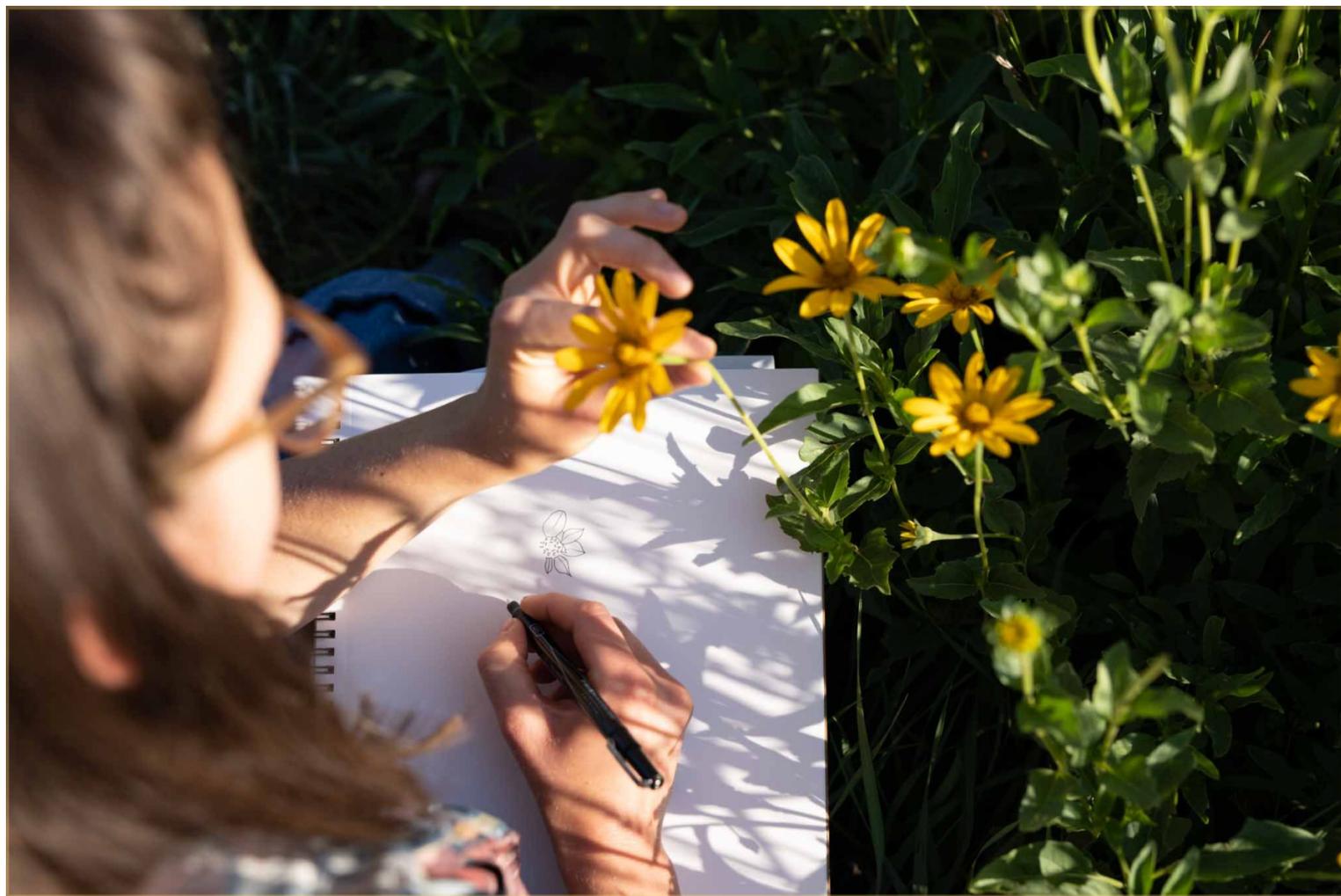


Hey,
Friend!

I'm Liz.

I'm a Food Illustrator in Northern New Mexico. I spend my days drawing, cooking up local food, and teaching fellow creatives to share their unique vision with the world.

I'm so glad you're here.



MAKE YOUR ART

You're here because you are craving more time for your art and, right now, everything feels like a balancing act. You get home from your day-job with a list of chores around the house and minimal energy - let alone time! - to create.

I totally get it.

I've spent the past five years balancing 1, 2, and sometimes 3 jobs while still making time for my art and creative business. Now, I'm *stoked* to share my best time management skills with you.

So, grab your calendar! It's time to make time for your art.

HOW TO USE THIS TEMPLATE

This template is equal parts dreaming big and practical action. You will put your pen to paper to write down your biggest, most audacious creative dreams, and then create a custom schedule to make those dreams your reality.

For direct examples and a step by step walk through of the exercises, follow along in the online class, "Make Your Art: Time Management for Creatives."

**Let's get
scheduling!**

UNCOVER YOUR WHY:

If your creative journey is like navigating a boat out at sea, your why is like the lighthouse that can guide you to the shore.

Uncovering your why can give you the encouragement to keep going and the clarity for your next steps.

To uncover your why, first, write down your creative dream.

My creative dream is:



UNCOVER YOUR WHY:

Now, ask yourself why you want this dream until you run out of answers.

Why?



Why?



Why?



Why?



Why?



UNCOVER YOUR WHY:

Why?



Why?



Why?



Why?



Why?



Why?



BREAK DOWN YOUR WHY

- 1) Think of a practical goal related to your creative dream.
- 2) Brainstorm a list of all of the ideas that you could implement to take steps toward that goal.
- 3) Choose one idea to start.
- 4) Brainstorm a list of all of the action steps you could take for that one idea.
- 5) Remember to reference the "Break Down Your Why" lesson in the online class for examples!

BREAK DOWN YOUR WHY

1) Practical Goal:



2) Brainstorm a list of all of the ideas that you could implement to take steps toward that goal:

BREAK DOWN YOUR WHY

Keep Brainstorming!

BREAK DOWN YOUR WHY

3) Choose one idea to start. I choose:



4) Brainstorm a list of all of the action steps you could take for that one idea.

Go:

BREAK DOWN YOUR WHY

Keep Brainstorming!



"I'VE BEEN ABSOLUTELY
TERRIFIED EVERY
MOMENT OF MY LIFE,
AND I'VE NEVER LET IT
KEEP ME FROM DOING A
SINGLE THING THAT I
WANTED TO DO."

-GEORGIA
O'KEEFFE

CREATE YOUR BIG 3

Make a list of your Big 3 goals for the year, each month, each week, and each day based on your creative dream.

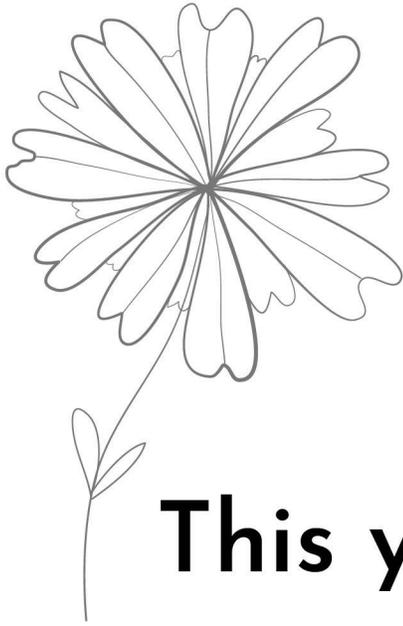
I know this sounds like a lot, but follow along with the online course and check out the examples in this PDF. You'll be cookin' with gas in no time!

Let's do this!

My creative dream is:



Awesome! Now, fill out your Big 3 for the year on the following page to take a big step toward making this dream a reality.



Big 3: Year

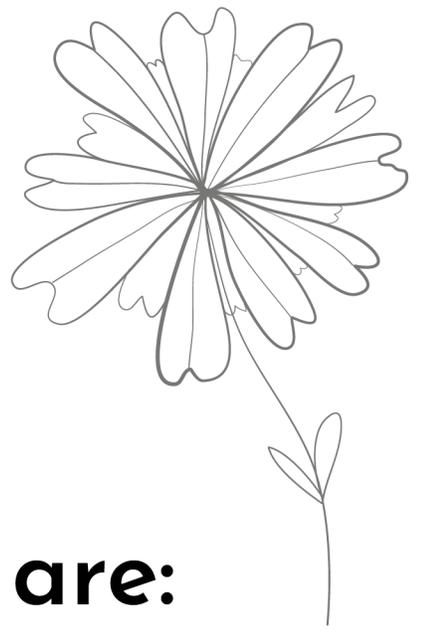
This year, my big 3 are:

1.

2.

3.

Big 3: Year (Example)



This year, my big 3 are:

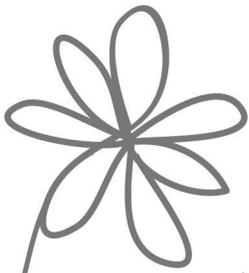
- 1.** Create 2 new collections.
- 2.** Create my brand identity.
- 3.** Set up my online shop.

CREATE YOUR BIG 3

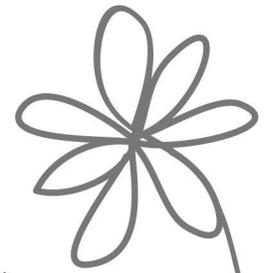
Okay, now based on your Big 3 for the year, outline your Big 3 for each month.

I've included examples based on the ideas provided in the online course.





Big 3:



Month (Example)

January:

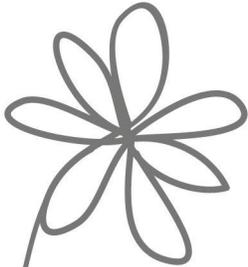
1. Create 1 new collection
 2. Photograph new collection
 3. Research online shop platforms
-

February:

1. Decide on online platform
 2. Research brand identity
 3. Create 3-5 sketches for a logo
-

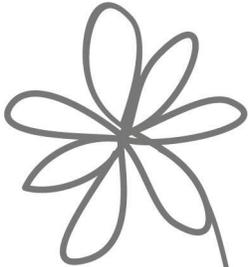
March:

1. Refine sketch for my final logo
2. Brainstorm and pick a brand name
3. Pick brand colors



Big 3:

Month (Example)



April:

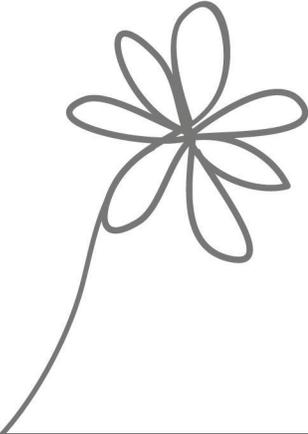
1. Pick brand fonts
2. Set up my online storefront
3. Upload the first collection to my website

May:

1. Publicly launch my website!
2. Start a business Instagram page
3. Start a business Facebook page

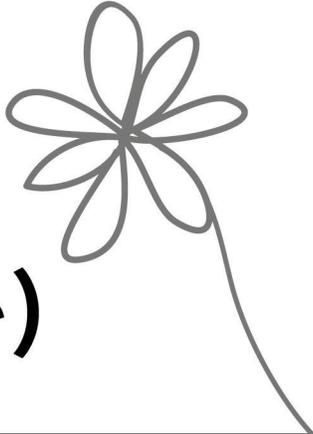
June:

1. Research e-mail marketing platforms
2. Decide on e-mail marketing platform
3. Create one opt-in for my e-mail list



Big 3:

Month (Example)



July:

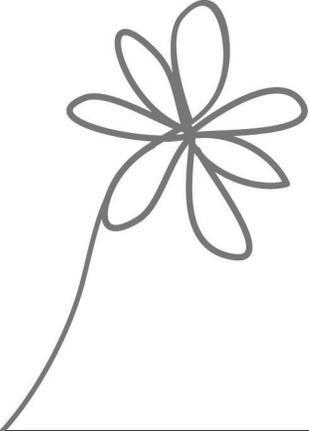
1. Create a summer online sale
 2. Pitch 3 products to 10 blogs
 3. Pitch 3 products to 10 magazines
-

August:

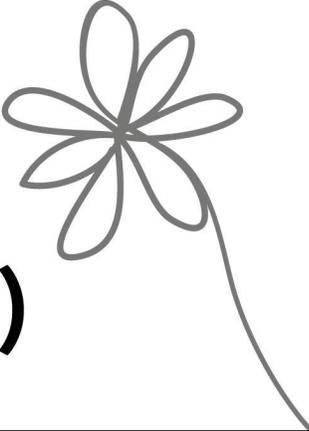
1. Create second collection
 2. Hire a professional photographer
 3. Photograph second collection
-

September:

1. Upload second collection to website
2. Take online Pinterest marketing class
3. Start a Pinterest business page



Big 3: Month (Example)



October:

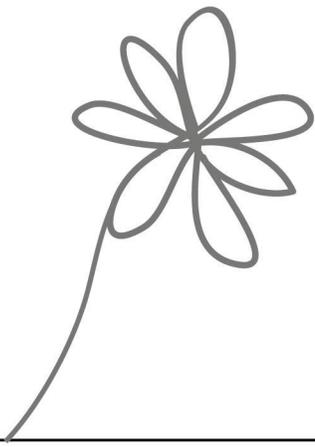
1. Launch second collection
2. Research Facebook & Instagram ads
3. Upload my products to Pinterest

November:

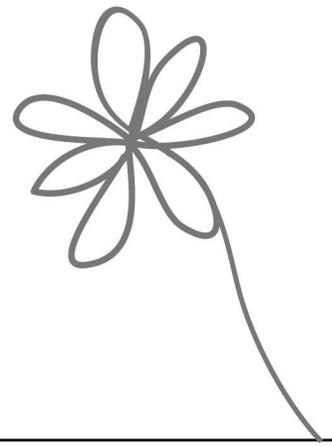
1. Implement one paid ad on Facebook
2. Apply to 5 in person holiday markets
3. Research blog platforms

December:

1. Do one in-person holiday market
2. Create a holiday print
3. Choose a blog platform



Big 3: Month



January:

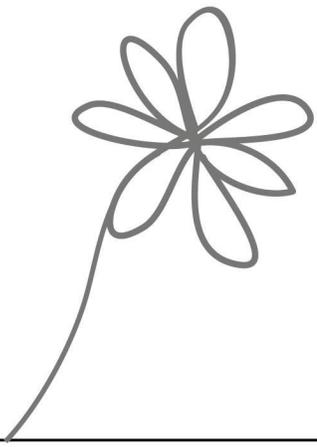
- 1.
- 2.
- 3.

February:

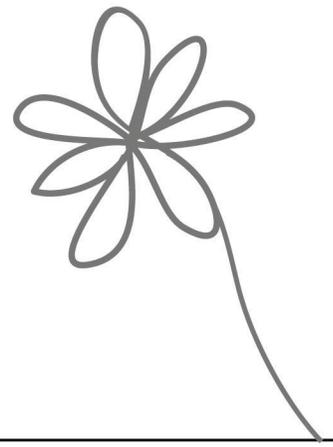
- 1.
- 2.
- 3.

March:

- 1.
- 2.
- 3.



Big 3: Month



April:

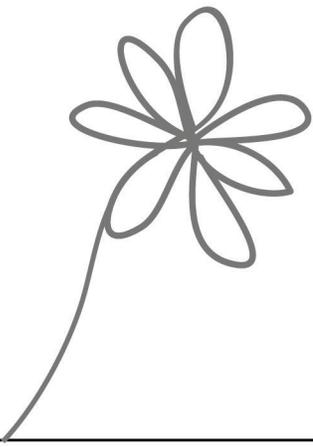
- 1.
- 2.
- 3.

May:

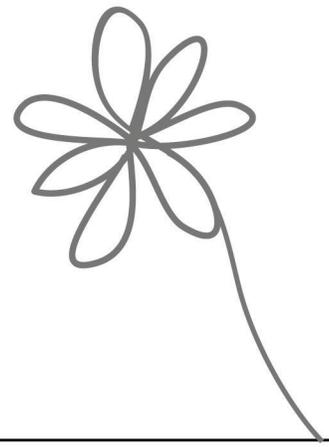
- 1.
- 2.
- 3.

June:

- 1.
- 2.
- 3.



Big 3: Month



July:

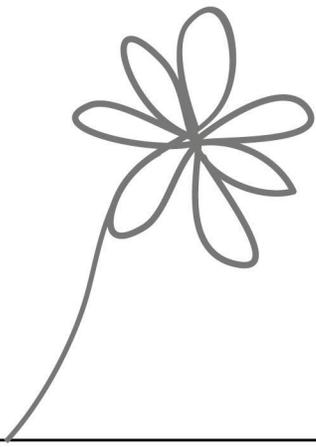
- 1.
- 2.
- 3.

August:

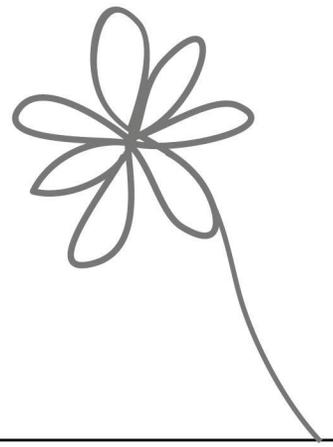
- 1.
- 2.
- 3.

September:

- 1.
- 2.
- 3.



Big 3: Month



October:

- 1.
- 2.
- 3.

November:

- 1.
- 2.
- 3.

December:

- 1.
- 2.
- 3.

CREATE YOUR BIG 3

The following page is an alternate view to plan your Yearly and Monthly Big 3.

Simply write the year and list your Yearly Big 3 at the top of the page. Write your Monthly Big 3 within each corresponding box.



Year: -----

Big 3:

1.

2.

3.

JAN

FEB

MARCH

APRIL

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MAY

JUNE

JULY

AUG

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SEPT

OCT

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DEC

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CREATE YOUR BIG 3

Print off the following page to plan your schedule for the month.

Write in the name of the month on the top left of the page and write in the Big 3 you created for that month in the top right of the page. Write the date (i.e. 1/5) in each circle.

Pro Tip!

Print off as many of these monthly pages as you'd like and keep them in a binder for your own personal creative planner!

Month: - - - -

Big 3: :

MON	TUES	WED	THURS	FRI	SAT	SUN
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○

CREATE YOUR BIG 3

Print off the following page to plan your weekly schedule.

Write in the dates of the week on the top left of the page and write in the Big 3 you created for that week on the top right of the page.

Keep this sheet handy! We'll return to it in the "Block Scheduling" lesson.



Pro Tip!

Print off as many of these weekly pages as you'd like and keep them in a binder for your own personal creative planner!

CREATE YOUR BIG 3

Print off the following page and write the name of the weekday in each square. Then, write the Big 3 you created for each day of the week.

Keep this page visible in your workspace.

Two Pro Tips!

- 1) I highly recommend taking at least one full day off each week which is why I've only included six squares. You choose which day you take off!
- 2) Print off as many of these daily pages as you'd like and keep them as a visual reminder for your daily goals.

Big 3: Day

-----:

- 1.
- 2.
- 3.

-----:

- 1.
- 2.
- 3.

-----:

- 1.
- 2.
- 3.

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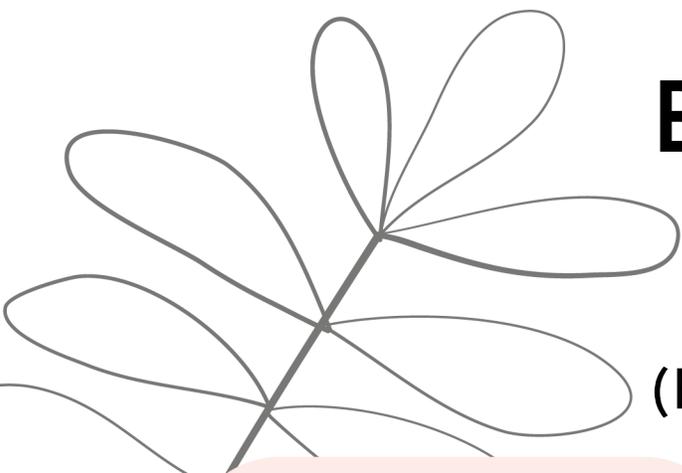
- 1.
- 2.
- 3.

-----:

- 1.
- 2.
- 3.

-----:

- 1.
- 2.
- 3.



Big 3: Day (Example)

Monday:

1. 1 hour research
2. Collect Inspo
3. Picnic at the Park

Thursday:

1. Part-Time Job
2. 1 hour creation
3. Go for a hike

Tuesday:

1. Part-Time Job
2. 1 hour creation
3. Book & Tea

Friday:

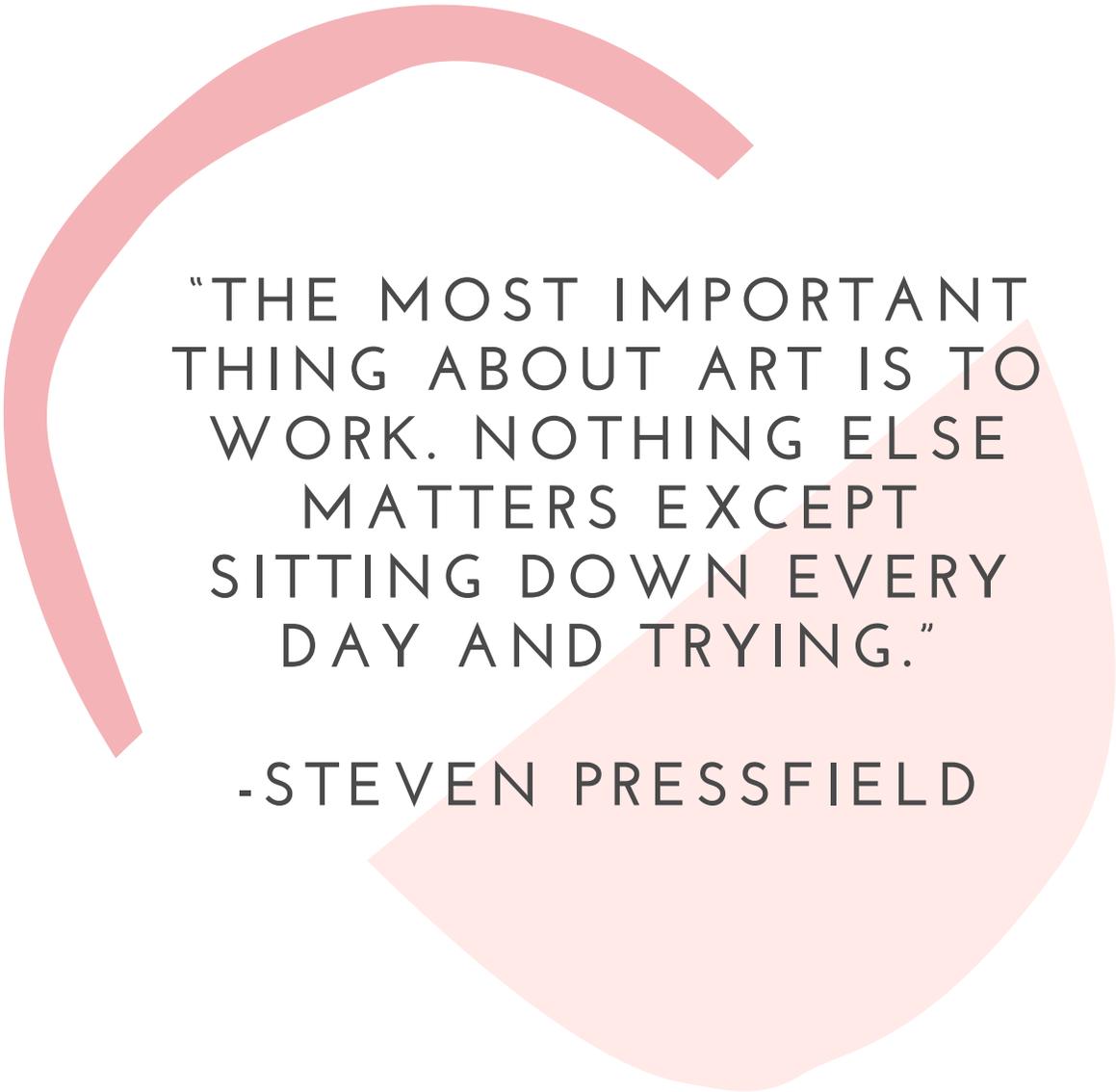
1. Online Class
2. 1 hour research
3. Date Night!

Wednesday:

1. Part-Time Job
2. Part-Time Job
3. Cook Dinner

Saturday:

1. 3 hours creation
2. Choose a Platform
3. Picnic at the Park



“THE MOST IMPORTANT
THING ABOUT ART IS TO
WORK. NOTHING ELSE
MATTERS EXCEPT
SITTING DOWN EVERY
DAY AND TRYING.”

-STEVEN PRESSFIELD

SET BOUNDARIES

Make a list of the current boundaries you have in place:

SET BOUNDARIES

Now, write down how these boundaries feel. Are they set in stone? Fluid? Non-negotiable?

BLOCK YOUR SCHEDULE

To block schedule, group similar tasks together in your calendar based on your Big 3.

For example:

You may schedule your marketing tasks on a Wednesday morning.

-or-

You may schedule your studio creative time on a Thursday evening.



You can see an example block schedule on the following page.

Print off the week template to fill out your own version of the block schedule.

Week: 1.1-1.8

Big 3:

- 5 hours on a new collection
- Take an online photography class
- 1 hour researching online shop platforms

	MON	TUES	WED	THURS	FRI	SAT	SUN
5 am							
6							
7							
8							
9							
10	Collection						
11							
12 pm		Part-Time Job					
1	Collection						
2							
3				Research			
4							
5							
6	Class						
7							
8							
9							
10							

TIPS TO DEFEAT RESISTANCE

1. RETURN TO YOUR WHY.

2. SCHEDULE A REWARD.

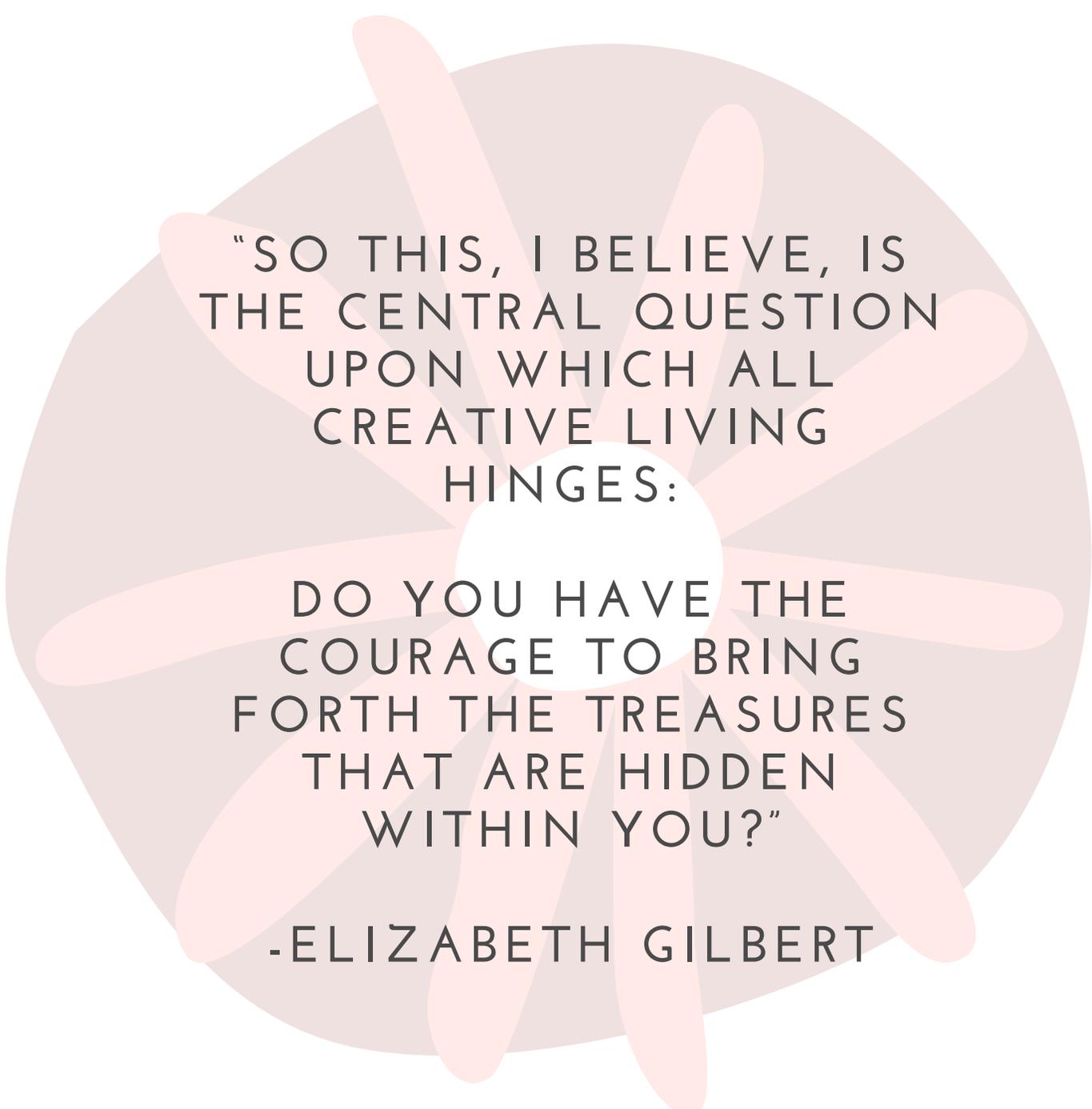
3. BREAK IT DOWN.

4. JUST START.

5. TAKE A BREAK.



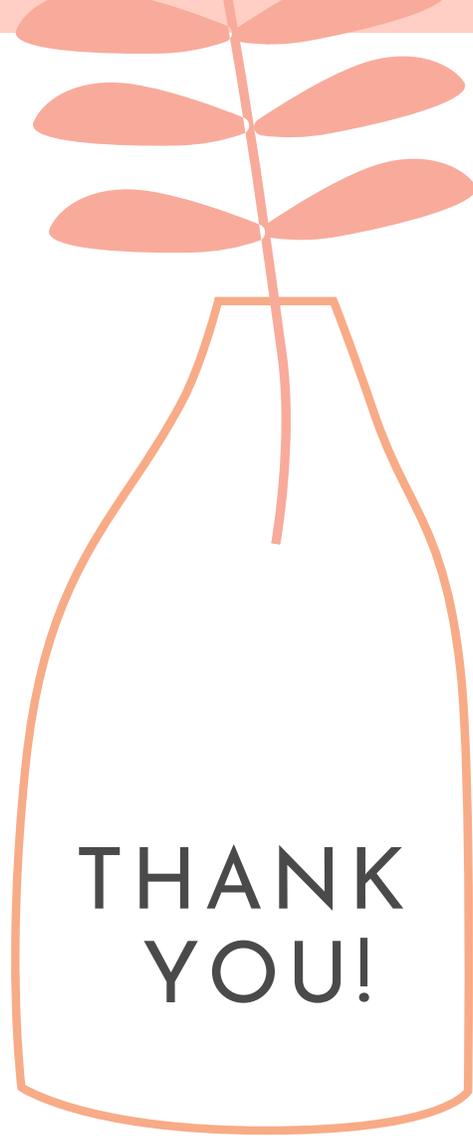
Every
Step
Counts.



“SO THIS, I BELIEVE, IS
THE CENTRAL QUESTION
UPON WHICH ALL
CREATIVE LIVING
HINGES:

DO YOU HAVE THE
COURAGE TO BRING
FORTH THE TREASURES
THAT ARE HIDDEN
WITHIN YOU?”

-ELIZABETH GILBERT



Ready to dive deeper?

Join the Prints & Plants Table for weekly creative e-mails with your morning cup of coffee!

Sign up right here:

SIGN UP