

Digital Planner

To-Do List



What's included

- 4 digital To-Do Lists
- in 4 different colors
- in 3 different sizes: A4, A5 & US Letter Size

Living For
Mondays

Imprint

**CreativeMediaDesigns
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45731 Waltrop
NRW
Germany**



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„If you fail to plan, you are planning to fail.“

- Benjamin Franklin

This is one of those sentences you'll keep in mind when you read it. You think about it again and again and all of a sudden a lightbulb appears over your head and you know „Oh yes, that's true!“. As least that is how it was for me.

Whenever I have an idea - if a business idea or a personal one - and I fail to plan it out, write it down and really think it through I can predict the future. It will fail. It will fail because I have most probably forgotten to think about an important aspect and then the whole idea makes no sense anymore.



When I realised that the not-planning part was the reason I was failing I promised myself that I'd never do that again.

But I needed a tool to plan. I tried it with a paper planner - not one but several and tons of stationaries. Sometimes they were not flexible enough, sometimes they filled up too fast and sometimes they just didn't feel right. That's when I added a digital notebook to my iPad. Once again, I was missing the calendar there. And it went on - no planner seemed to have all I needed.

One day we put together our own digital bullet journal. It already had a calendar but was flexible enough to add pages and new sections. I really thought it was all I wished for.

But then I figured that I had to draw things again and again - from a weekly spread to a bookshelf.

And that was the day when I started to draw my own spreads and planner additions.

So here you go:

In this eBook you get an overview on how to use the Bullet Journal To-Do List. You'll learn how to add it to your digital GoodNotes Planner and how to use it. If you are looking for more planner spreads, check out my Etsy store:

[Find my Etsy Store here!](#)

There are many more stickers, spreads and layouts in my store, so please check them out if you need any further spreads, layouts or stickers for your planner to make it your own and adapted to your needs.

If you cannot download the files provided in this eBook for any reason please feel free to contact me with the recipe number of your purchase and I'll get them to you by email. Send your eMail to info@creativemediadesigns.de

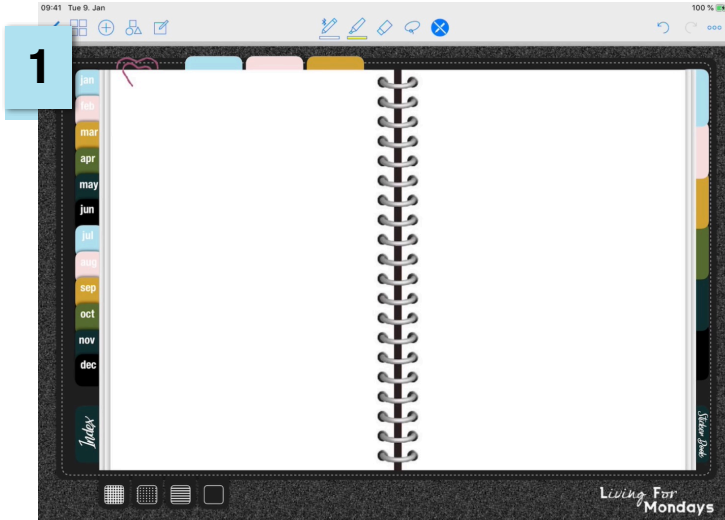
Enjoy,

Manja

Add a To-Do List to your Digital Planner

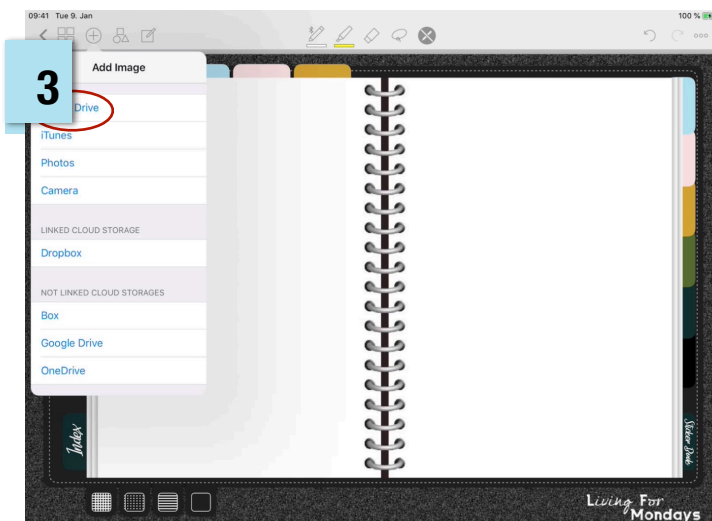
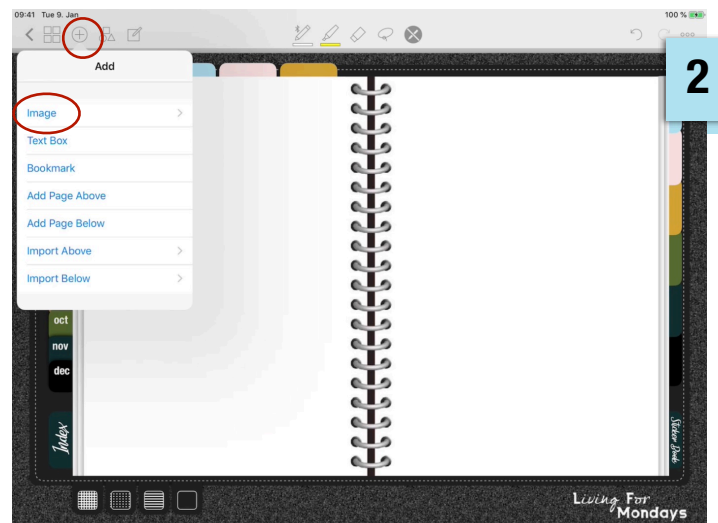
In this tutorial I'll show you step by step how to add the To-Do List to your digital Planner. First of all, if you haven't already, [download your To-Do Lists here](#).

Add the To-Do List files to your iCloud, Dropbox or Google Drive folder so we can access these files from your tablet.



Open your digital Planner in GoodNotes (or whatever App you've chosen).

Click on the circle with the plus sign in the top left to open the menu. Now tap on „Image“.



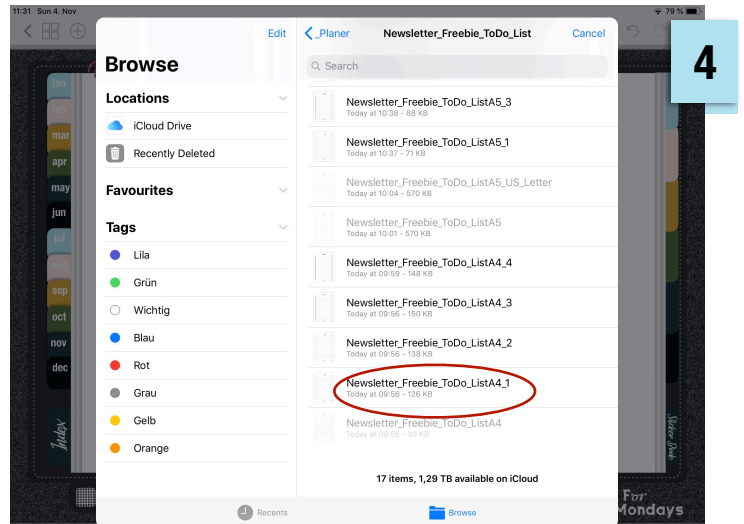
A new menu opens. Now you choose the place where you've stored your files, for me it's iCloud, for you it could be e.g. Dropbox or Google Drive. All of these services are free for a certain amount of space which is absolutely enough to store your digital planner files.

Now pick your file. Here, it is named „Newsletter_Freebie_ToDo_List...“. Once you tap on it, it will open in your digital planner.

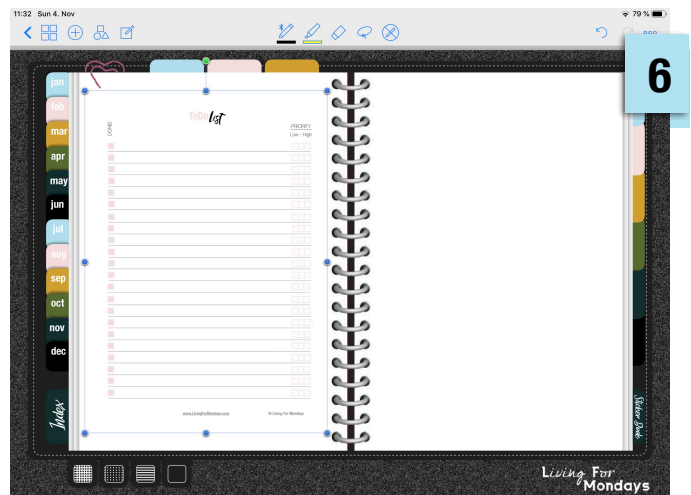


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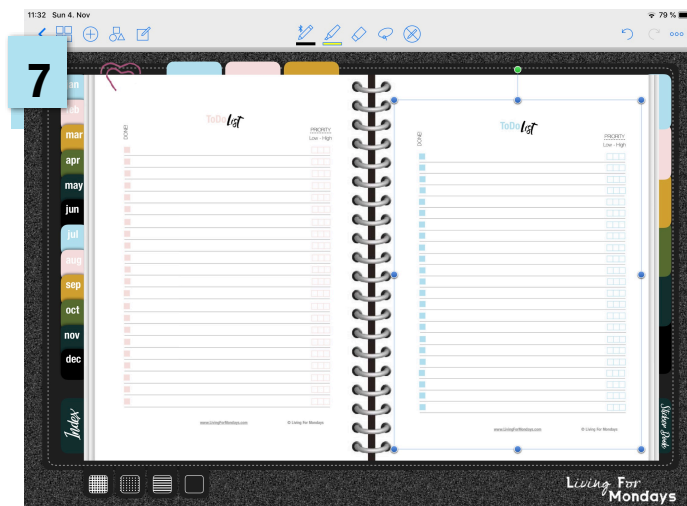
Once you have the size for the image you need to tap somewhere in the Planner and the blue dots disappear.



Now you can position the file to your own liking. As long as you see the blue dots on the corners you can resize the

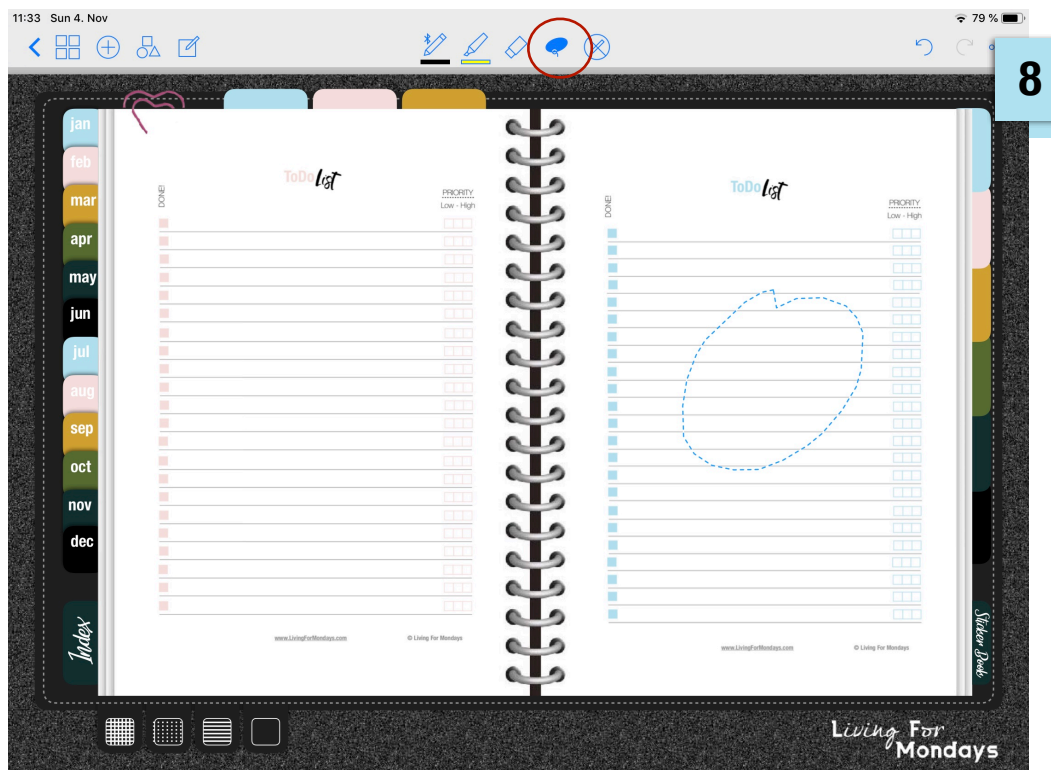


Now repeat the process for the second To-Do List. This is how your Planner should look now.

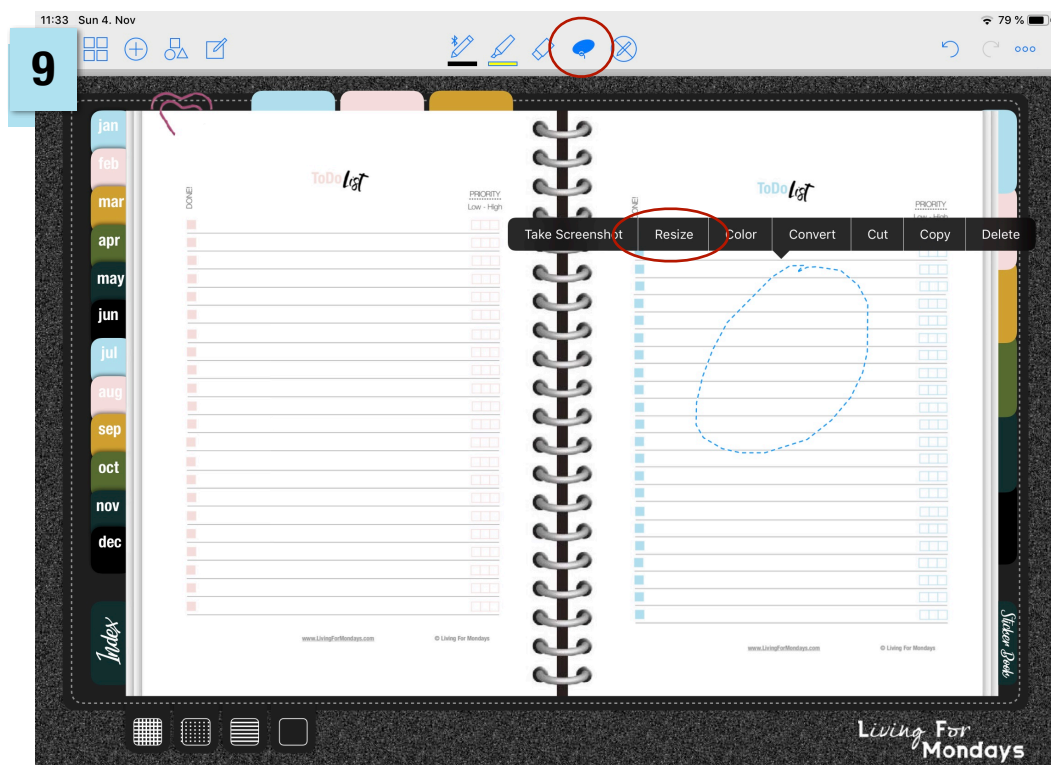


Of course you can reposition your second To-Do List as well.

If you want to reposition your image at a later time just click on the Lasso Tool and draw a circle inside the image.

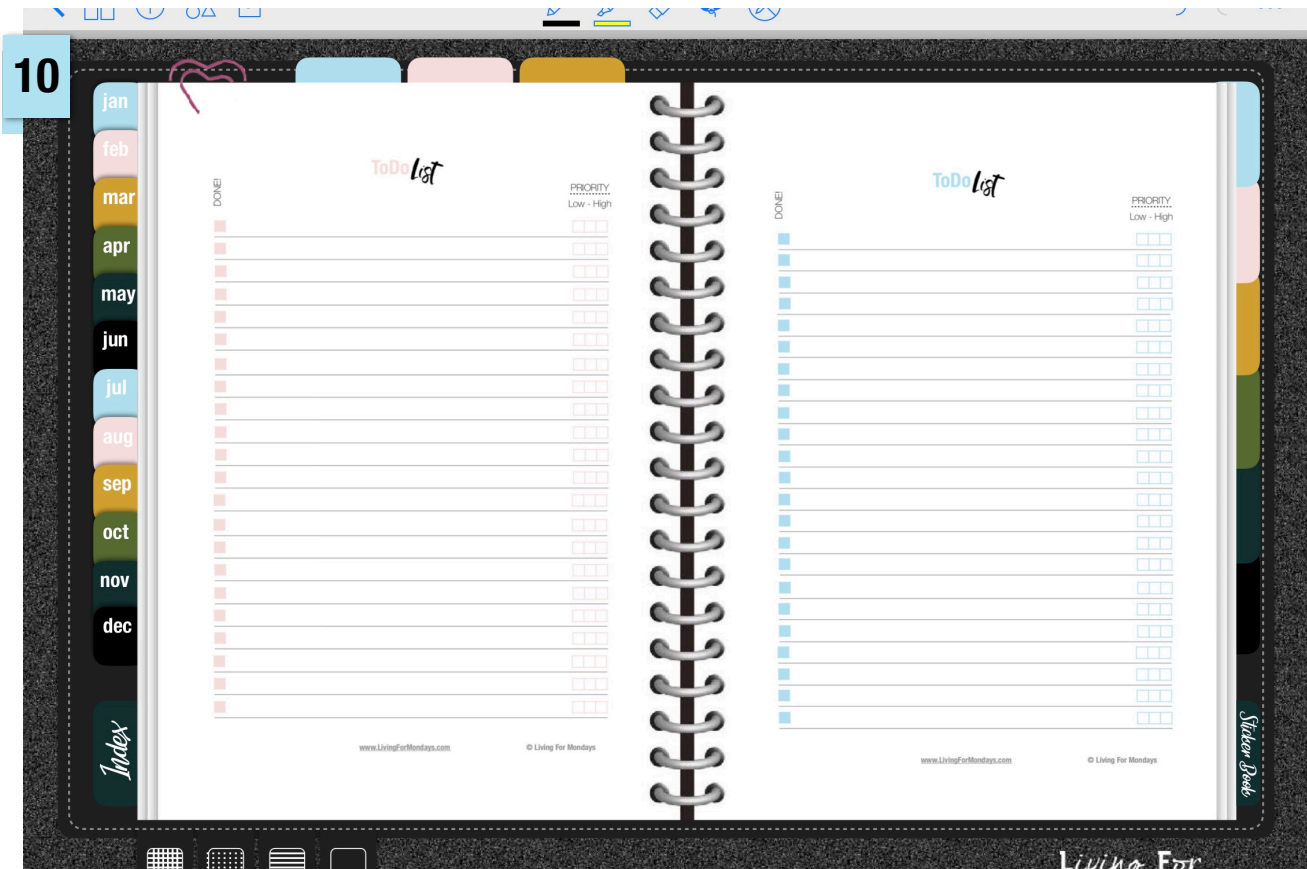


When you tap into the circle a new menu comes up and you can choose „resize“ and make the changes you desire.



You are done! Now write all the things you have to do in your To-Do List, don't forget to prioritise. It will motivate you to get things done.

Don't forget to add graphics and drawings to your To-Do List. This is how it could look - or completely different, that is totally up to you!



Do you prefer to watch a video?

I'm using a different printable but the process is the same.

[Check it out here](#)

I really hope this eBook helps you to use the product.

Bullet Journaling is all about flexibility and adapting it to your needs. It's a way to make a calendar your own and to add also all the personal things which go on in your life.

A Bullet Journal does not just help you to keep track of your appointments but also of yourself - it can contain everything from a mood tracker to a reading or movie watching list. Add what you need, expand and just leave the rest out.

Because - Bullet Journaling is about you.

Enjoy the creative process!