

Week of:

current creative process:
learn create revise rest
circle, highlight, or underline

Today's Lunar Cycle

new moon waxing crescent first quarter
waxing gibbous full moon waning gibbous
last quarter waning crescent

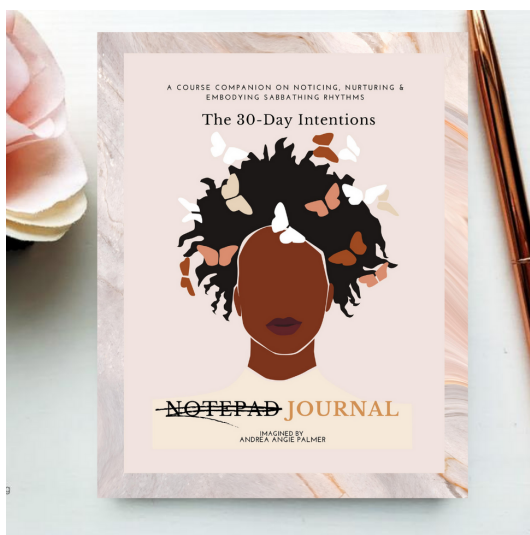
Current Menstrual Phase

follicular ovulation luteal menstrual
circle, highlight, or underline

THIS WEEK'S CEO AGENDA



Dear SOULjourner, it is just as important to give to yourself as much as you give of yourself, guilt-free. Amplify this shalom (peace, wholeness) from inside out.



pictured: The Intentions Journal-Planner
available in my soul care boutique.
Excerpt pages included in this toolkit

Created by Pastor Andrea "Angie" Palmer

This Week's Affirmation: I am... _____

THIS WEEK'S CEO CHECKLIST

MENTAL + BODY WELLBEING

Gratitude + Emotions

List (2) people, places, or products you appreciate + elevate. List (3) emotions they evoke?

1) noun: _____

2) noun: _____

3) emotion: _____

4) emotion: _____

5) emotion: _____

excited, curious, joy, belonging, love
vulnerable, surprised, delight, grateful...

Gratitude in Action

Send a letter, email, face-to-face, phone call, etc. to express thanks to those two.

Recipient: _____

Circle one: letter, email, face-to-face, text or phone call

Recipient: _____

Circle one: letter, email, face-to-face, text or phone call

Healthy Movement

How am I intentionally moving my body and having fun with her (my workouts, my play)?

Healthy Hydration

What am I generally drinking throughout my day?

Am I getting enough water for my brain and overall health?

Mindful, Healthy Eating

What top (3) foods are loving me (optimizing my health)?

How do I feel after eating them?

How much sleep am I getting on average?

What time am I getting to bed and awakening?

What practice is helping me to get restorative sleep?

What/who is obstructing my sleep and what can I do about it?

WEEKLY CEO CHECKLIST
WRITING + SPEAKING + CREATIVE WELLBEING

**Current Writing/Speaking
Creative Project(s)**

Prioritize based on urgency & value.

High-Pri (due within two weeks or less)

Mid-Pri (due within this month)

Lo-Pri (due next month or delegate)

**How Will I Define
Prosperity/Success?**

What will prosperity/success look like?

High-Pri (success is about connection)

Mid-Pri (success is about flourishing)

Lo-Pri (success is unique to each person)

What Will Rest Look Like?

Internal rest will look like...

External rest will look like...

Feedback From Failure

What might failure look like?

High-Pri (failure is about feedback)

Mid-Pri (failure is about learning)

Lo-Pri (failure is evidence of audacity)

**What Will Celebration
Look Like?**

Internal celebration will look like...

External celebration will look like...

Failure + Perseverance

Who will I choose to become when
failure comes?

Perseverance can and should include
asking for help. What/who will help you
continue when motivation is fleeting?

WEEKLY CEO CHECKLIST

COMMUNITY DEVELOPMENT WELLBEING

Branding + Messaging

Have I touched on this? If so, what emotions did my community express?

If not, what will I create/share to emotionally connect with their needs + desires with my message + mission?

Lead Generation + Marketing

How am I bringing in leads?

How do I improve conversion rate of leads?

Any Proposals or Client/Patron Items to Close?

Check Patreon, CRM, email, etc.

Who Is My Community?

What inspires them on social media and offline?

Who else do they follow or buy from? (who they follow is in my community, too. This is a paradigm shift from competition)

Community Building

How will I **gather** the collective voices + wisdom + ideas of my community?

Will I collect testimonials, use a quiz or survey, create a poll on social media, create a giveaway campaign, etc.?

List at least (1) for this week:

Community Building

How will I **share** the collective voices + wisdom + ideas of our community?

Will I spotlight them on social media or in my marketing email, etc.?

List at least (1) for this week:

WEEKLY CEO CHECKLIST

BUSINESS OPERATIONS WELLBEING

Delivery/Shipping Process Improvements

Does workflow need to improve? If so, identify the bottleneck problem.

Have we initiated feedback from patrons about the quality arrival/use of their order?
What are they saying?

List of my dropshipping platforms:
(redbubble, teespring "spring",
designbyhumans, threadless

Other Delivery Channels

What other delivery channels are we currently using? (webinar, eCourse, online store, email, brick and mortar, social media, etc.)

Have we opened up more channels before maxing out our current capacity?

Website Maintenance

Are updates needed on bios, blog, etc.?

Are updates needed on services/products?

Do we need a site refresh?

Are links working properly?

Needed Area of Training + Team

List the area I need/desire training. Is there a podcast, book, eCourse, mentorship, library class, webinar, old notes, lecture/sermon...?

Area:

Source:

Is it time to increase my team? (work with a freelancer, intern, outsource, hire, barter, etc.)

Quick Income Look

What's coming **in**?

This week's cashflow to run biz?

Cash (in the bank)

\$

Accrual-based (booked)

\$

Expenses

What's going **out**?

Reconcile Bank Account
(and Credit Card)

Know your numbers
look at your Profit & Loss Statement

WEEKLY CEO CHECKLIST

SABBATHING RHYTHMS SYNC WITH MY WANING ENERGY

WHAT PHASE AM I IN? _____

WHAT PHASE IS MY BUSINESS IN? _____

FOR THOSE MENSTRUATING:

Whether you're still menstruating or not, consider this latter "waning" part of the month to welcome your "personal waning." It's a great time to release old versions of self + pursuits. It's key to touch your own roots of desire. To see what no longer aligns + release. For me, this time is about composting and letting the decomposition of things nourish + replenish + power the soil of my soul.

luteal (completion, inward)

. Inner Fall/Autumn - Estrogen + progesterone + testosterone reach a peak in the first half of this phase. You're still riding high off your ovulatory phase! Then, in the second half, like the fall, when leaves fall from trees and the energy is going back down into the earth, your hormones begin to descend right before bleeding. Begin to wind down, you DON'T have to hemorrhage your energy—avoid big social events, lots of meetings, or burdensome projects. **Do LESS to conserve MORE of your energy, sis.**

menstrual (culmination, release)

* Inner Winter - Hormonal levels decline quickly to the lowest concentrations, this creates phenomenal communication between both brain hemispheres—incoming information in completely opposite but complementary ways will help you increasingly synthesize communication about how you feel. What does it look like for you to honor pause in order to rest + release + rejuvenate + reimagine?

FOR THOSE NO LONGER MENSTRUATING:

Doing less outwardly will help you take up more space for yourself inwardly. It's more than fine, it's freedom for you to lessen your load mentally, emotionally, physically, spiritually. It's not a sign of lack but of abundance.

inward + intuitive + cocoon

🌙 Waning Moon- During this time of the month—simplify, simplify, simplify! Allow transformation in the last quarter of this moon/month's phase to fully emerge with gracefulness not grind. It's OK to remove an intention or two that you set during the beginning of the New Moon/month. **Do LESS to conserve MORE of your energy, sis.**

release + heal + rest

New Moon - During this time of the month of your luminous release + renewal, set your top 3-5 intentions/ideas. You are cultivating the ground + planting seeds, not harvesting anything.

Start a rhythm of a releasing ritual by incorporating this journal prompt: What thoughts/people/things can I release to allow greater flow in my life?

WEEKLY CEO CHECKLIST

SABBATHING SYNC WITH MY WAXING ENERGY

WHAT PHASE AM I IN? _____

WHAT PHASE IS MY BUSINESS IN? _____

FOR THOSE MENSTRUATING:

Menstruating or not, generally, this initial "waxing" part of the month calls to your "waxing energy." This is a great time to sync being more social in your calendar with outer work-play with family/friends, clients, book/project launches, speaking engagements, doctor appointments, etc.

follicular (begin, prepare)

Inner Spring - Although hormones are at low levels, they're slowly beginning to increase in concentration. Overall, the hormonal effect on your brain is of openness to new things. Watch your budding energy prepare you for clarity + creativity increase!

ovulation (creative, sensual)

☀ Inner Summer - Your brain's verbal + social centers are stimulated by estrogen + testosterone, which begin to increase, along with your energy levels. Notice your sensuality sensitivity + surge (bodaciously nurture + embody it). Enjoy being magnetic with your family/friends/community. Sis, sensuality is about being connected to your senses in all of your output. See your magnificent Creator in your magnetic, creative flow!

FOR THOSE NO LONGER MENSTRUATING:

Doing more during this "waxing" time, is supported by the "doing less" in your latter "waning" period. One isn't better than the other.

outward + social + blossoming

🌑 Waxing Moon - During this time of the month, let the plan for your 3-5 intentions/ideas blossom with at least one milestone for each intention. Watch your budding energy prepare you for clarity + creativity increase!

magnetic + sensual + expressive

🌕 Full Moon - During this time of the month, reflect + celebrate! Where have you + your energy been rooted? Acknowledge what has come to fruition and what is still to come. Notice what/who you're drawing to yourself and how it's affecting your energy. Express your sensuality in a new way under the moonlight. Unhurriedly, savor this time. See your magnificent glow as you witness the moon's glow!

BONUS PROJECT

Checklist



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NOTES
to help me
focus + flourish

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DATE: / /
TIME: :

SABBATHING RHYTHMS TODAY

use with the
emotional wellbeing
card deck!

Good to Know:
Intentions
desired plan
Priorities
order of importance
Goals
desired outcome

Who am I? I am... a caring + cared for person.

Word for this year: rooted Primary emotion: curious

Note to self: Today, I will choose to notice + nurture + embody holistic, sustainable living.

optional

use with the
5 senses card
deck!

My Savoring of Gratitude What I've already done (Ta-Da's)!

I tasted my first cup of water w/fresh blueberries + lemon I am nourished

I enjoyed the Smell of my lavender body butter as I anointed my body. I am grounded.

Hearing the faucet running reminded me of the streams of living water within me. I am accompanied.

I see Sammy's smile, it opened me up. I am embraced.

I feel the tightness in my finger joints, I pause for turmeric tea + my hand exercise. I am worthy.

My Service of Liberated Love What I intend to do (Ta-Do's)!

It's OK if I
begin with me.

My Intentions + Priorities

My Goals

Time
Projection:

TOP MUST 3 THINGS TO NURTURE

Me: CARE looks like: drink h2o +
herbal tea + light candle+ anoint body
+ playlist/stretch/dance + pray/journal +
tend to plants + eat/supplements

STARTED =
DONE

Prioritize + savor my wholeness

5 am
1.5 H

Fam: Teach English + science +
geography

STARTED =
DONE

Leave a legacy + cultivate connection
+curiosity

9 am
3 H

Biz: Record podcast episode 61
(no editing)

STARTED =
DONE

Document meditation + teachings for
SOULjourner collective

12 pm
1 H

Biz: Budget + Bookkeeping

STARTED =
DONE

Know numbers + get out of debt invest + save
for new computer + restock inventory

2 pm
1.5 H

Fam: Grocery Shopping using Instacart

STARTED =
DONE

Buy life-giving food + optimize time + save
fuel

4 pm
20 M

☉ WAXING MOON = AMPLIFY ○ FULL MOON = CELEBRATE ● WANING MOON = RELEASE ● NEW MOON = REST

Total Budgeted Time = 7h 20M

Follicular (inner spring): BEGIN + PREPARE Ovulatory: (inner summer) CREATIVE + SENSUAL Luteal: (inner fall) COMPLETE + INWARD Menstrual: (inner winter) REST + RELEASE

(Circle or underline the current lunar phase and/or your current biological phase.)

Notice + Nurture + Embody your Sabbathing Rhythms within a monthly cycle.

*If you are perimenopausal/post menopausal or unsure of your phase, follow the current phase of the moon.

ms.

HOHAWKHOHHAUDIO.COM

DATE: / /
 TIME: :

SABBATHING RHYTHMS TODAY

Good to Know:

- Intentions
desired plan
- Priorities
order of importance
- Goals
desired outcome

Who am I? I am...

Word for this year: Primary emotion:

Note to self: Today, I will choose to notice + nurture + embody holistic, sustainable living.

My Savoring of Gratitude What I've already done (Ta-Da's)!

My Service of Liberated Love What I intend to do (Ta-Do's)!

It's OK if I begin with me.		My Intentions + Priorities	My Goals	Time Projection:
TOP MUST 3 THINGS TO NURTURE		<div>STARTED =</div> <div>DONE</div>		
		<div>STARTED =</div> <div>DONE</div>		
		<div>STARTED =</div> <div>DONE</div>		
OK TO DO TOMORROW		<div>STARTED =</div> <div>DONE</div>		
		<div>STARTED =</div> <div>DONE</div>		

☒ WAXING MOON = AMPLIFY
 ☐ FULL MOON = CELEBRATE
 ☒ WANING MOON = RELEASE
 ☒ NEW MOON = REST
 Total Budgeted Time =

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 Menstrual: (inner winter) REST + RELEASE

(Circle or underline the current lunar phase and/or your current biological phase.)

*If you are perimenopausal/post menopausal or unsure of your phase, follow the current phase of the moon.

Don't squeeze everything into today, the CARE ritual invites you to leave a patch of sky in your day for improvisation + interruptions.

DATE: / /
 TIME: :

SABBATHING RHYTHMS TODAY

Good to Know:
 Intentions
 desired plan
 Priorities
 order of importance
 Goals
 desired outcome

Who am I? I am...

Word for this year: Primary emotion:

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My Savoring of Gratitude What I've already done (Ta-Da's)!

My Service of Liberated Love What I intend to do (Ta-Do's)!

It's OK if I begin with me.		My Intentions + Priorities		My Goals		Time Projection:
 TOP MUST 3 THINGS TO NURTURE		 STARTED =				
		 DONE				
		 STARTED =				
		 DONE				
		 STARTED =				
		 DONE				
 OK TO DO TOMORROW		 STARTED =				
		 DONE				
		 STARTED =				
		 DONE				

WAXING MOON = AMPLIFY
 FULL MOON = CELEBRATE
 WANING MOON = RELEASE
 NEW MOON = REST
 Total Budgeted Time =
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Keep your plans fluid + your vision steady. Blessed are the flexible for they shall bend and not break.