ADMIT ONE · NO. 0001 · UNDATED EDITION

valid any year, any month, any start date

PAPER TRAIL

the life-admin planner for scattered brains

bills · renewals · documents · appointments · brain dumps

one-thing days · 12 months · 52 weeks

TAP THE TICKET TABS TO JUMP ANYWHERE

START HERE

tap a ticket. you never have to scroll 116 pages.

- Year at a glance — tap to open
- 12 undated months — tap to open
- 52 undated weeks — tap to open
- Bill tracker — tap to open
- Renewals & expiry dates — tap to open
- Document vault index — tap to open
- Subscription audit — tap to open
- Appointment log — tap to open
- Brain dump pages — tap to open
- One-Thing days (31) — tap to open
- How this planner works — tap to open

HOW THIS WORKS

five rules, no guilt.

01

Write it down where it lands.

Bills go on the bill page, dates go on renewals. Everything else goes in the brain dump. Sort later or never.

02

The week page is the boss.

Each Sunday (or whenever) copy only 3 must-dos onto a week page. The rest can wait in the dump.

03

Use One-Thing days on bad days.

A single task, a single reward. Finishing one thing counts as a full day.

04

Dates are undated on purpose.

Start in any month. Skipped a week? Skip the page. Nothing goes stale or shames you.

05

Review the paper trail monthly.

Ten minutes: check renewals coming up within 60 days, cancel one subscription you forgot, file one document.

YEAR AT A GLANCE

write your year here: _____

JAN

big date:

renewal due:

money thing:

fun thing:

FEB

big date:

renewal due:

money thing:

fun thing:

MAR

big date:

renewal due:

money thing:

fun thing:

APR

big date:

renewal due:

money thing:

fun thing:

MAY

big date:

renewal due:

money thing:

fun thing:

JUN

big date:

renewal due:

money thing:

fun thing:

JUL

big date:

renewal due:

money thing:

fun thing:

AUG

big date:

renewal due:

money thing:

fun thing:

SEP

big date:

renewal due:

money thing:

fun thing:

OCT

big date:

renewal due:

money thing:

fun thing:

NOV

big date:

renewal due:

money thing:

fun thing:

DEC

big date:

renewal due:

money thing:

fun thing:

MONTH 01 · JAN

write the dates in the corner boxes. start on any weekday.

___DAY	___DAY	___DAY	___DAY	___DAY	___DAY	___DAY
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐

THIS MONTH, THE PAPER TRAIL SAYS: renewals [ ] bills paid [ ] 1 doc filed [ ] 1 sub cancelled [ ]

WEEK 02

dates: ____ / ____ to ____ / ____

3 MUST-DOS

- [ ] _____
- [ ] _____
- [ ] _____

MONEY OUT THIS WEEK

PARKING LOT (not this week)

MON	TUE	WED

THU	FRI	SAT/SUN

< LAST WEEK

NEXT WEEK >

BILL TRACKER 2/2

mark each month: x paid · A autopay · L late

BILL	DUE	~AMT	J	F	M	A	M	J	J	A	S	O	N	D

ONE-THING DAY 01

date: _____ energy: [ ] low [ ] medium [ ] okay actually

THE ONE THING:

SMALLEST FIRST STEP (2 MINUTES)

REWARD WHEN DONE

DONE? [ ] yes [ ] started, which counts [ ] tomorrow is a new ticket