

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 140 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

HOME

YEAR

MONTHS

WEEKS

BILLS

RENEW

DOCS

SUBS

APPTS

DUMP

ONE THING

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.

HOME

YEAR

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RENEW

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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: _____

HOME
YEAR
MONTHS
WEEKS
BILLS
RENEW
DOCS
SUBS
APPTS
DUMP
ONE THING

MONTH 01 • JAN

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

__ DAY	__ DAY	__ DAY	__ DAY	__ DAY	__ DAY	__ DAY

- HOME
- YEAR
- MONTHS
- WEEKS
- BILLS
- RENEW
- DOCS
- SUBS
- APPTS
- DUMP
- ONE THING

WEEK 02

dates: ____ / ____ to ____ / ____

3 MUST-DOS

☐

☐

☐

MONEY OUT THIS WEEK

PARKING LOT (not this week)

MON

TUE

WED

THU

FRI

SAT/SUN

HOME

YEAR

MONTHS

WEEKS

BILLS

RENEW

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SUBS

APPTS

DUMP

ONE THING

BILL TRACKER 2/2

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

HOME

YEAR

MONTHS

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RENEW

docs

APPTS

DUMP

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

HOME

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ONE THING