



## **EVERBOOK QUICK-START GUIDE**

Welcome to Everbook, the completely customizable productivity system designed to help you do more good.

Everbook puts the control into your hands. You build the system that works best with your life, your style, your work, and your goals.

**Visit [www.everbookforever.com/](http://www.everbookforever.com/)  
onboarding for a quick-start video.**

The Everbook System consists of pages, files, and bundles which expand and adapt to your needs.

This starter pack consists of four bundles:

1. Do Good
2. Projects
3. Blanks/Templates
4. Logbook/Journal

You will also find sample work-week, annual planning, project templates and various blank pages, lines, dots, and checklists.

These will get you started, but you'll want to go to:

[www.everbookforever.com/templates](http://www.everbookforever.com/templates) and print out your favorites. All these templates and more are available for free.

You'll want to pick your favorite templates and print out a bunch of them. You can keep them in the BLANKS/TEMPLATES bundle. I like to keep 3-4 blank PROJECT FOLDERS and 2-3 empty pages in my LOGBOOK.

The CHECKLIST template is great for building lists. If you are familiar with Getting Things Done, you might want to

set up a few of the CHECKLISTS with your next actions, project, and waiting-for lists.

The WEEKLY DAILY template lets you plot a week of work with three projects in the week and three major tasks each day.

The ANNUAL PLAN template is helpful to give you a quick overview of the year. You might want to print out a template for the next few years.

All of these templates are available as PDFs and Microsoft Publisher files. The Publisher files can be edited to fit your life and work. You are also encouraged to design your own templates. If you have a template you'd like to share with the world, sent it to us! (And send us your stories and pictures.) We'd love to see how you are using your Everbook to DO MORE GOOD.

Happy Working!

Bryan & the Everbook Team

**DO  
MORE  
GOOD**

**DO MORE GOOD**





**LOGBOOK  
JOURNAL**

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LOGBOOK | JOURNAL





# BLANK TEMPLATES

BLANKS | TEMPLATES







## PROJECTS

PROJECTS





Template: **BLANK DOTS**  
Download this template:  
[www.everbookforever.com/templates](http://www.everbookforever.com/templates)





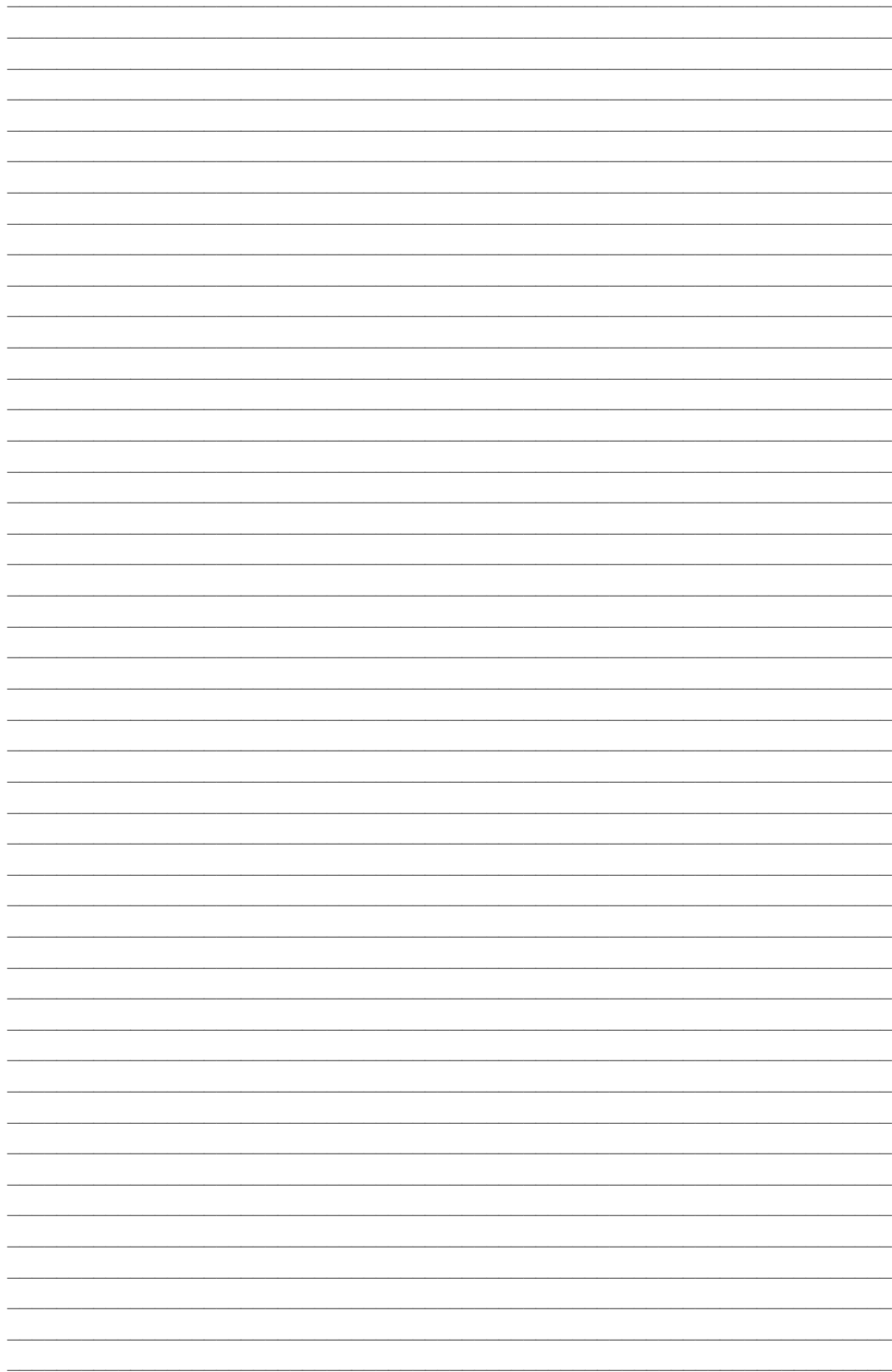




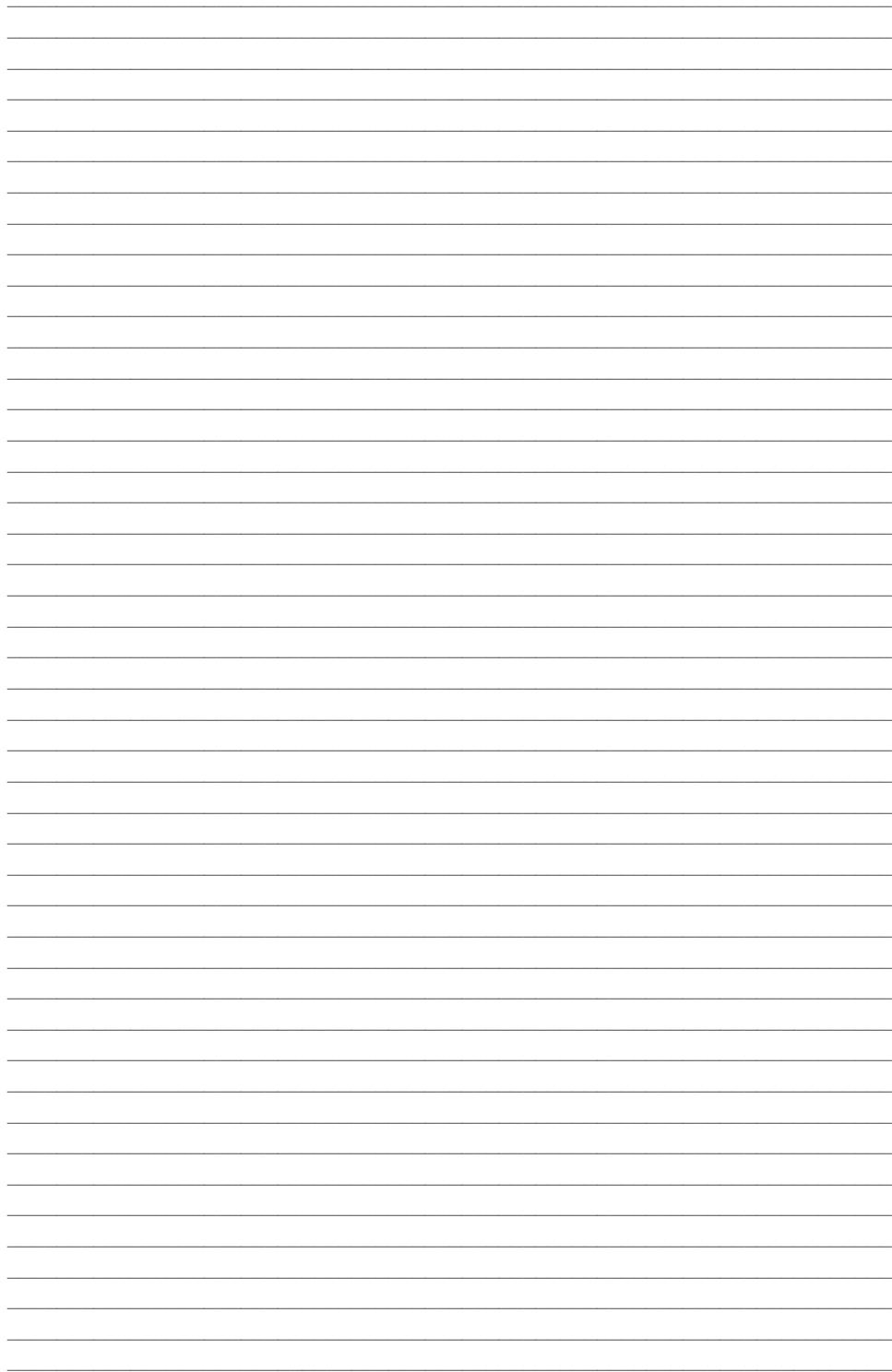
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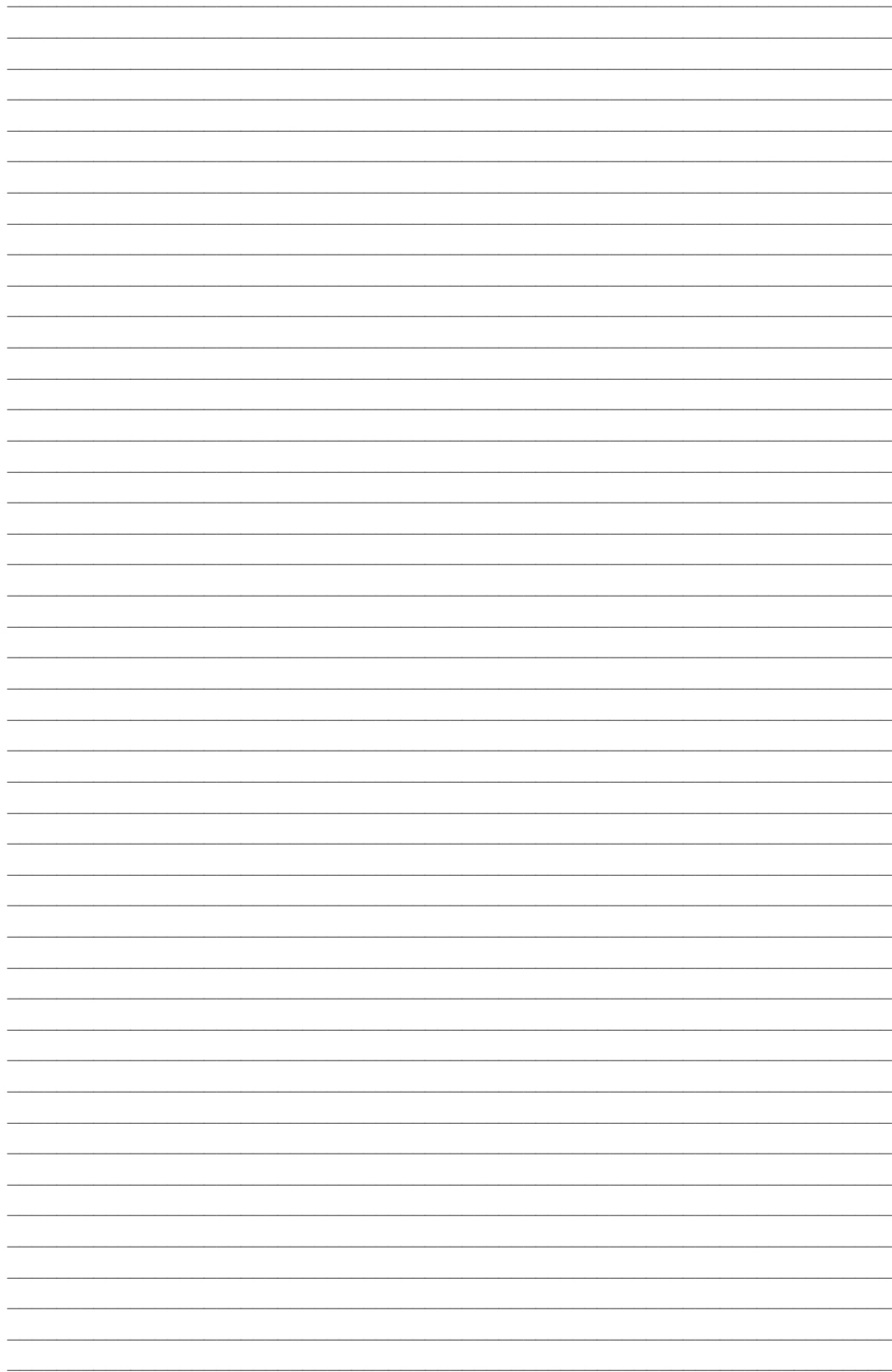
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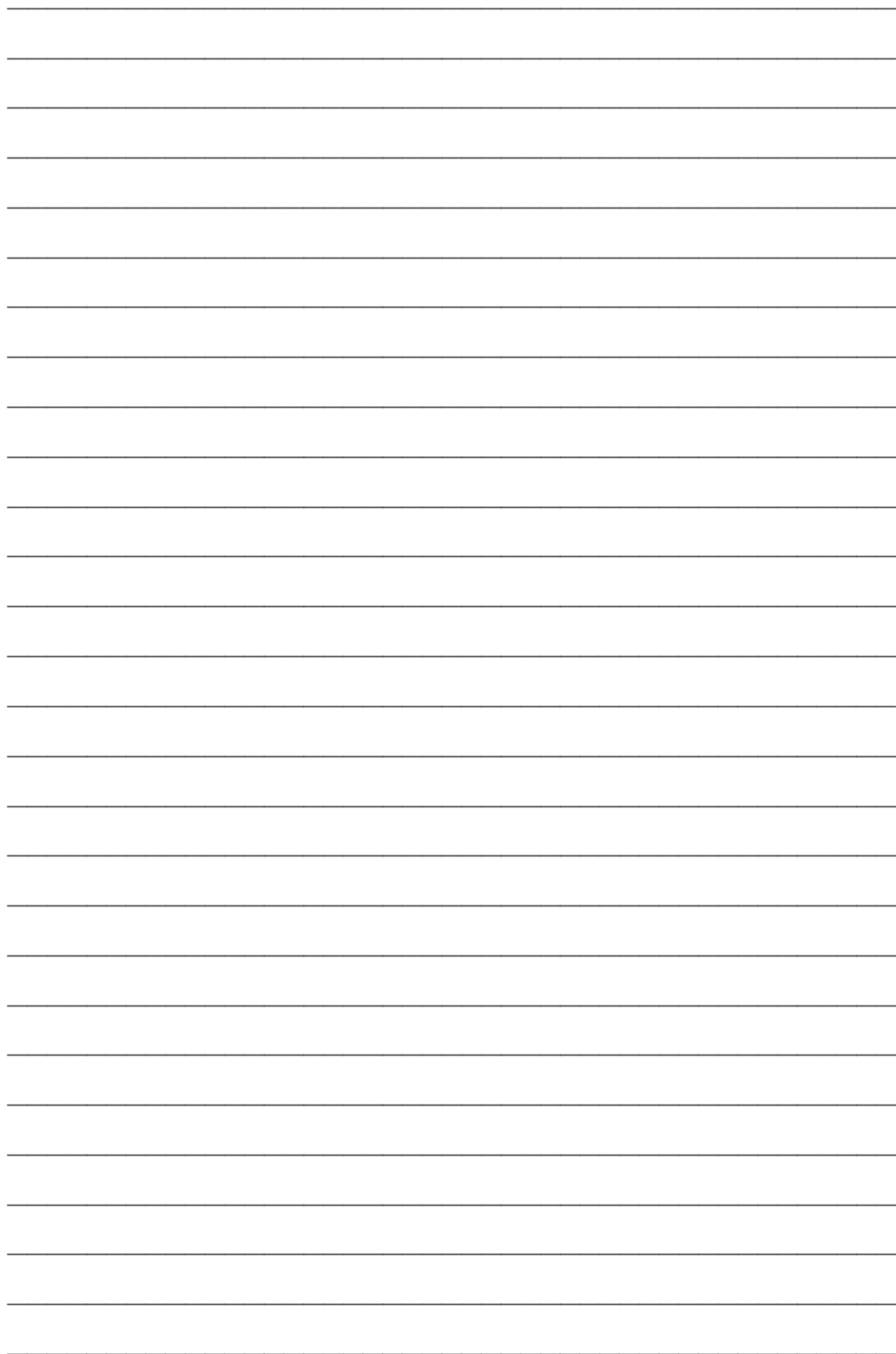


















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WORK  
**DEADLINES**  
**DEPARTURES**  
**MILESTONES**  
ANNUAL PLANNING  
SHEET



# The YEAR of OUR LORD

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NOTES, TO-DO's



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Review Weekly Big-Three

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Lessons Learned

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How will I adjust behavior?

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NOTES, TO-DO's

NOTES, TO-DO's

NOTES, TO-DO's

NOTES, NEW PROJECTS, SYSTEM HACKS, NEXT WEEK WORKSHEET, BIG THREE

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WEEKLY BIG THREE

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Review Weekly Big-Three

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Lessons Learned

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How will I adjust behavior?

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NOTES, TO-DO's

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NOTES, NEW PROJECTS, SYSTEM HACKS, NEXT WEEK WORKSHEET, BIG THREE

PROJECT

PROJECT  
ACCOMPLISH

AREA of  
FOCUS

GOAL/DONE/WILD SUCCESS

TEAM

NEXT ACTIONS

KEY DATES



# PROJECT PLANNING

KEY MOTIVATIONS

REWARD

NATURAL PROJECT PLANNING

Purpose

Vision

Brainstorm

Organize

Next Action

PROJECT

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