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Monthly Planner

Plan out your day, week, or month in a visual way.



 Time
30 min

 People
1 - 5

 Facilitation experience
a little required

Loop in the team

Ask for feedback on your plan or co-create it with others by following the instructions. That way you can identify dependencies faster.

Focus on projects

Change the columns into weeks and the swimlanes into projects and you get a simple Gantt chart to track your tasks. Or [try the more complex one](#).

Learn from others

Check on your progress weekly. The [OKR Weekly 3C's Worksheet](#) by [neuerberatung](#) on [Miroverse](#) can help you do that.

1

Map out the your desired timeframe to get a birds-eye view. Add new weeks as swimlanes or new days as columns.

Prepare ahead

2

Define a color for each initiative or team.

Prepare ahead

3

Together, highlight important or mandatory deadlines with the Priority tag.

10 min together

4

Visualize events or high-level tasks. Assign colors accordingly.

20 min together

January

Plan

Community

Onboarding

Project X

Team Activities

Monday 3	Tuesday 2	Wednesday 2	Thursday 3	Friday 5
Week 1 5	1:1 with Andrej		Community contest	Design banners Retrospective Planning Meeting
Week 2 3			Usability test	Design iteration
Week 3 4	Deployment planning	Usability Test	First A/B test	Launch A/B test: Embed signup form
Week 4 4	Company presentation	Finalize copy	Performance reviews	Release