

Summer Priorities Planner

A practical guide to organize work, home, fun, and time to recharge.

A balanced summer is not a perfect summer.

Some weeks will ask more from your work life. Others will make room for family, travel, rest, or time outdoors. This planner helps you protect what matters by choosing priorities with intention and being fully present for the time you have.

My Work Priorities

My Home & Life Priorities

My Fun & Connection Priorities

My summer intention

How do I want to feel by the end of this season?

Dates That Matter

A Few Things I Will Say No To

Use this planner each week

- 1 Choose three priorities for your work, home, and personal life.
- 2 Schedule one fun or connection activity before the week fills up.
- 3 Protect a small pocket of recharge time - and be fully present when it arrives.

Weekly Focus Map

Plan the week before it becomes busy. Choose what deserves your attention.

Week of: _____

Work: My Big 3

Home & Personal Life: My Big 3

Fun & Connection: My Big 3

Recharge: What I Need This Week

Important Dates, Deadlines & Appointments

My Boundaries for This Week

Weekly reminder

A full life is not created by doing everything. It is created by giving your attention to what matters most, then letting yourself enjoy it without rushing to the next thing.

My Weekly Rhythm

Create a realistic plan for work, family, fun, and a little breathing room.

Week of: _____

Morning

Daytime

Evening

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Daily Priorities & Presence

A simple daily page to help you focus, hydrate, and enjoy the time you create.

Date: _____

Today I want to feel: _____

My Top 3 Priorities

Small Tasks / Admin

One Thing for My Body & Mind

One Moment I Will Be Fully Present

My Hydration Rhythm

- ☐ Water with breakfast
- ☐ Water before lunch
- ☐ Water in the afternoon
- ☐ Water with or after dinner

Today I Will Protect My Energy

- ☐ Pause for 3 mindful breaths
- ☐ Step outside or move my body
- ☐ Set a clear stopping time
- ☐ Put my phone away for real connection

End-of-day reflection

What went well today, and what can I release before tomorrow?

Summer Wellness Reminders

Simple practices to support your energy while you enjoy the season.

Sun protection

Choose a broad-spectrum, water-resistant sunscreen with SPF 30 or higher. Apply it about 15 minutes before going outdoors, and reapply at least every two hours when outside - sooner after swimming or sweating. Shade, hats, sunglasses, and protective clothing add another helpful layer.

My Sun-Smart Checklist

- ☐ I packed sunscreen before leaving home
- ☐ I reapplied sunscreen when I spent extended time outside
- ☐ I used shade, a hat, sunglasses, or protective clothing when possible
- ☐ I kept sunscreen out of excessive heat and direct sun

Hydration

Drink regularly throughout the day instead of waiting until you feel thirsty. Your needs can rise in hot weather and with activity. Water supports temperature regulation and helps prevent dehydration, which can affect mood, concentration, and physical comfort. If a clinician has given you a specific fluid limit, follow their guidance.

My Hydration Plan

- ☐ Keep a refillable water bottle nearby
- ☐ Drink water at meals and between meetings
- ☐ Add water-rich foods such as fruit and vegetables
- ☐ Increase fluids thoughtfully during heat or activity
- ☐ Check with my clinician if I have a fluid restriction or health condition

A reminder from The CompanYogi

A meaningful summer does not require a perfect schedule. It asks us to give our attention to the people, work, and moments that matter - and to bring our whole selves to each one. Use this planner to make room for both responsibility and joy.

Elevating workplace well-being into a strategic advantage



More Than Yoga. A Better Way to Work.

At The CompanYogi, we believe yoga is much more than movement. It is a timeless practice that teaches us how to live and work with greater resilience, clarity, and purpose.

Every class combines gentle movement, breathwork, meditation, and practical wisdom inspired by yoga's philosophy—helping employees pause before reacting, manage stress with intention, communicate with kindness, and reconnect with what matters most.

Because yoga was never just about the pose.

- It is how we breathe when things don't go our way.
- How we respond under pressure.
- How we return to ourselves, again and again.

Our mission is to help people feel healthier, calmer, more focused, and more connected—creating workplaces where people can truly thrive.

We would love to introduce your team to The CompanYogi experience.

Contact us to schedule a complimentary on-site Yoga or Guided Meditation session and discover how a simple pause can make a meaningful difference in your workplace.

