

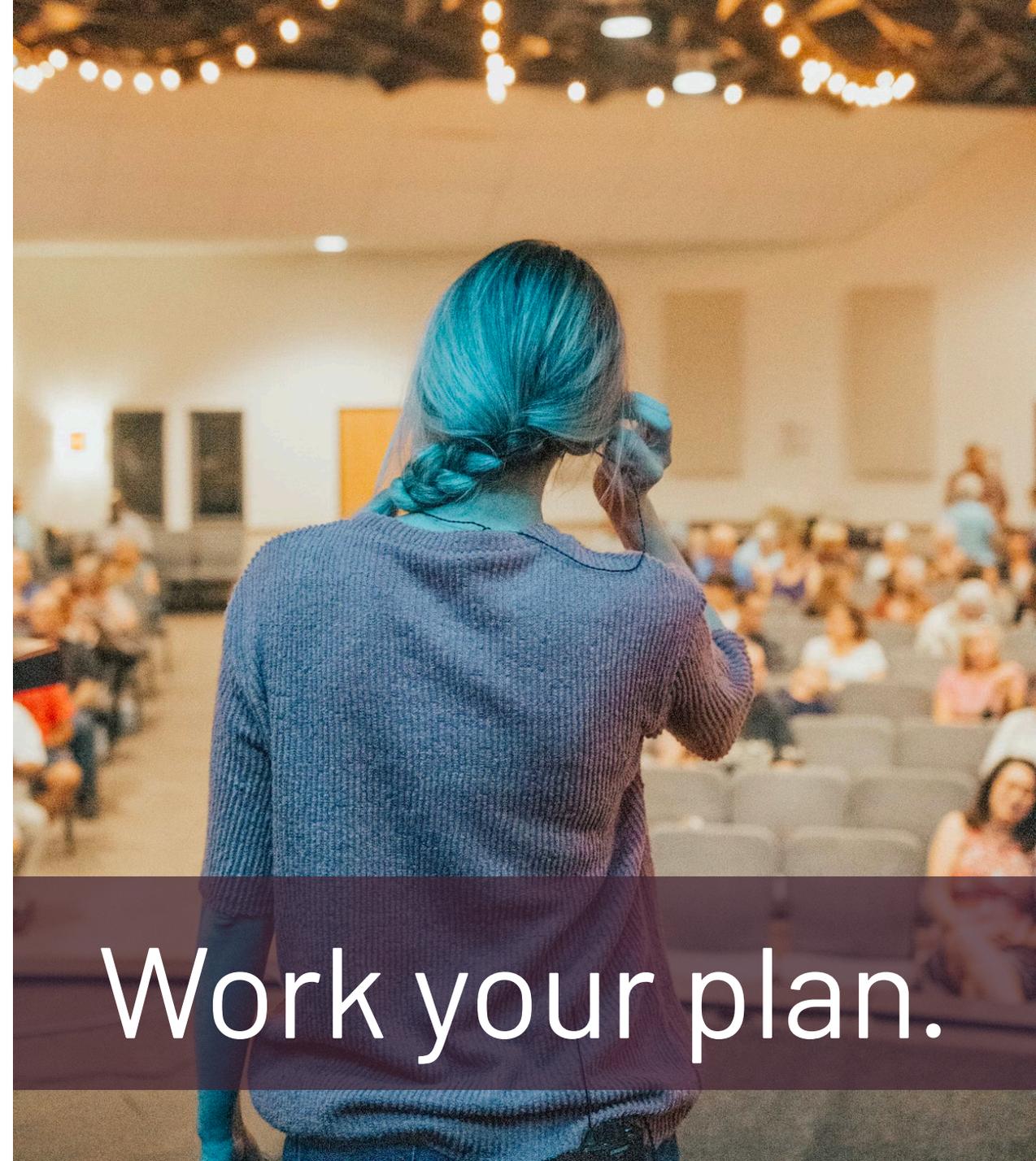
The NMMS Planner



Since 2022!



Plan your work.



Work your plan.

Project Background



In 2021, New Mexico MainStreet (NMMS) began developing a series of virtual discussions that focus on self-care, personal productivity, and capacity building for directors.

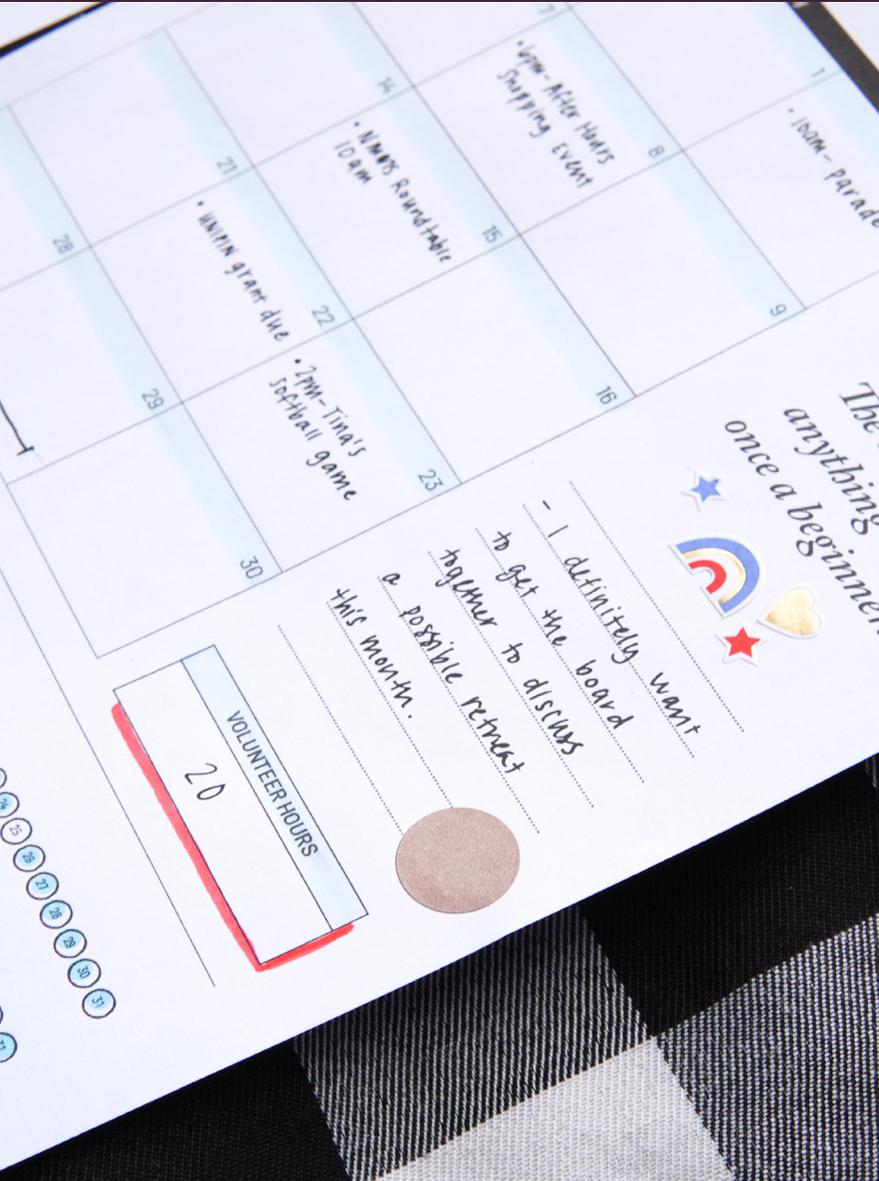
- Future Log/Year at a glance
- **Long Range Planning (1-2 years out)**
- Quarterly Focuses (ETS, Priorities, Personal)
- Ideal Work Day & Daily Routines
- Monthly Calendar
- Monthly Dashboard
- Meetings (Executive, Board, Other)
- Weekly/Daily Planning Pages
- **Self-Care Trackers**
- **General Trackers**
- **Social Media Scheduling**
- Annual Tasks Worksheets

- Service Request Tracker
- Grant Tracker
- Project/Activity Worksheet
- Event Worksheet
- Presentation Tracker
- Presentation Worksheet
- Site Visit/Annual Report Tracker
- Testimonials Tracker
- Acronym Glossary



Planner Sections

Key Benefits



- Having important information and planning in one place (*no sticky note graveyard!*) = more efficient!
- **Flexible**
 - To fit planning style (analog vs. digital vs. hybrid)
 - Use only the sections that make sense
 - Avenue for feedback and adjustments based on needs

Future Log · Year at a Glance

REMINDER: Don't forget to add in your city, county, etc. invoicing and report filing deadlines!

Future Log | 2026

JANUARY

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
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1 NNMS Quarterly Reports

FEBRUARY

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18-20 Winter Conference, Albuquerque

MARCH

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1 NNMS Quarterly Reports
13-15 Main Street Now - Tulsa, OK

MAY

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1 NNMS Quarterly Reports

AUGUST

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1 NNMS Quarterly Reports

NOVEMBER

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- Zoomed out view
- Record things that aren't happening in the current month.

Long Range Planning

Long Range Planning | 2027

Long Range Planning | 2027

JANUARY

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MAY

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DECEMBER

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- Super zoomed out view (2 years out)
- Result of direct feedback from network

Quarterly Focus

ECONOMIC TRANSFORMATION STRATEGIES · PRIORITIES · FOCUS

PERSONAL DEVELOPMENT
Books · Classes · Meetings for Personal Growth

QUARTER 1

QUARTER 2

QUARTER 1

QUARTER 2

QUARTER 3

QUARTER 4

QUARTER 3

QUARTER 4

Monthly Calendars

Sunday	Monday	Tuesday	Wednesday
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

Thursday	Friday	Saturday
1	2	3
8	9	10
15	16	17
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JANUARY 2026

“The future depends on what you do today.”

— Mahatma Gandhi

- Migrate from Future Log
- Daily Habits
- Monthly Priorities
- Quarterly/Annual Tasks

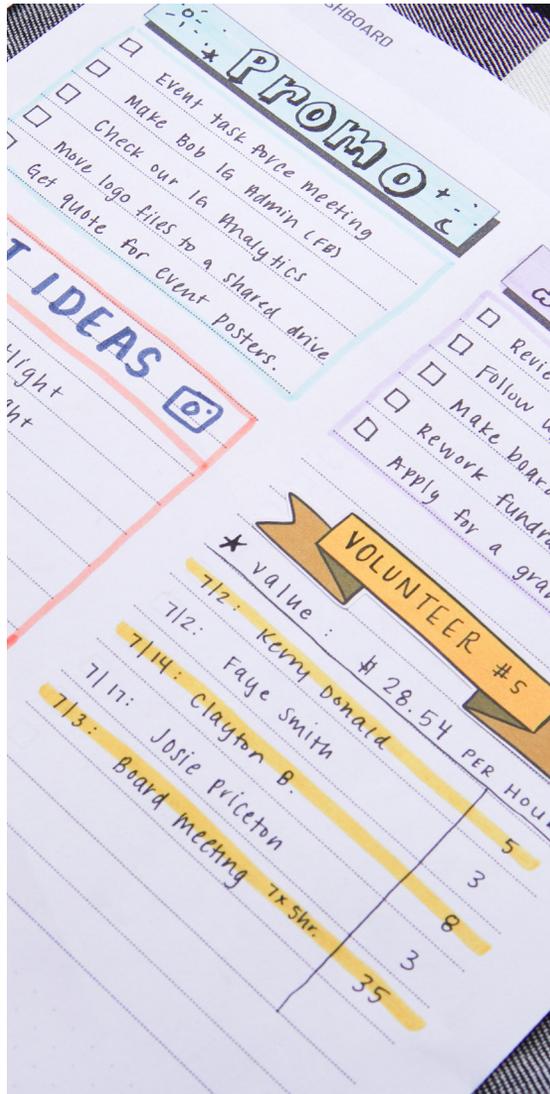
PRIORITIES THIS MONTH:

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TRACKERS

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Monthly Dashboard Ideas



4 Points Tasks

Weekly Reminders

Social Media Post Ideas

Volunteer Tracker

Potential Volunteers

Potential Donors

Expense Tracker

Income Tracker

Business Visits

District Opportunities

New Idea Tracker

"Brain Dump"

Personal Tasks

Children/Family Tracker

Home Chores

Specific Activity Tasks

Memory Keeping

Roundtable Notes

Yearly Focus Progress

Media Tracker

New for 2026

SOCIAL MEDIA SCHEDULE + STATS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

WEEKLY STAT CHECK IN

CHECK IN DAY (CIRCLE):

SUN MON TUE WED THU FRI SAT

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
INSTAGRAM					
FACEBOOK: FOLLOWERS					
FACEBOOK: GROUP					
YOUTUBE					
OTHER:					
OTHER:					

COMMENT CATCH-UP					
AFFILIATE CHECK-IN					
EMAIL RESPONSES					
DM RESPONSES					
OTHER:					
OTHER:					

TRACKERS

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SELF CARE MENU

QUICK REFRESH (5-10 MINUTES)

- Drink a glass of water
- Brew a cup of tea or coffee and sit in silence
- Set a timer and straighten your space
- Take a few deep breaths
- Stretch your body
- Jot down 3 things you're grateful for
- Listen to a song that lifts your spirits
- Light a candle or start a diffuser with a favorite scent
- Step outside barefoot - wiggle your toes in the grass
- Do 5-10 neck circles
- Adjust the lighting in your room
- Repeat an affirmation 3x (*"I can do this. I am capable."*)
- Listen to a 10 minute podcast
- Do a 5 minute brain dump
- Watch a short instructional video on YouTube
- Doodle
- Dance to your favorite song

BODY & HEALTH

- Establish morning and/or evening routines
- Take a hot bath with salts or oils
- Soak in a hottub or sit in a sauna
- Skincare ritual (*mask, lotion, face massage*)
- Get a massage
- Gentle yoga or restorative stretching
- Head to the gym (*weights, cardio, or both*)
- Walk, treadmill, or bike ride with a partner or friend
- Nap without guilt
- Cook a healthy meal or new recipe
- Keep up with meds and supplements
- Work on a new habit (*no sugar, drink more water, etc*)
- Schedule a spa day
- Hydrate
- Go for a hike or walk

MIND & CREATIVITY

- Work on your planner or journal
- Work on a craft or hobby
- Read a fun book (*not just work or study*)
- Listen to music or a podcast that makes you smile
- Do a puzzle or coloring page
- Learn a new skill - sign up for a class
- Visit a museum
- Organize/declutter a drawer, cupboard, or closet
- Take a stay-cation (*turn off phone!*)
- Watch a long instructional video on YouTube
- Play video games
- Watch a movie
- Join an online class or study group
- Unplug from technology - 1 hour or 24
- Be present in the moment

SPIRIT & CONNECTION

- Sit quietly and reflect on what you are grateful for
- Inspirational reading
- Call or text a friend who "gets you"
- Plan a day out with a friend or partner
- Snuggle with pets or partner
- Encourage someone else
- Volunteer
- Join a book club or small group
- Smile at people you meet
- Organize a game night with friends
- Attend a retreat
- Watch a sunrise

DOWNLOAD THE 2026 NMMS Planner

NEW THIS YEAR:

- Undated Weekly Planning
- 9 New Trackers Focused on Self-Care

