

YEARBOOK
PLANNER

a resource for the modern memory keeper

WILSON **WW** WILSON

YEARBOOK PLANNING REVIEW

for the modern memory keeper

FOUNDATIONS

SIMPLICITY MARKERS:

- **Content:** Keep your content simple. Write for your audience, sharing honest insight on newsworthy and noteworthy moments that will be appreciated in years to follow.
- **Design:** Be consistent with your style [typography, colour, visual markers, editorial style and language]. Remember that design is a mix between creativity and technique.
- **Set Up:** Firstly, Plan the structure and design style of your project. Second, Collect the content [easy retrievable access]. Last-Design in the program of choice.

CONTENT:

VISUAL

- Your images tell a story and take your audience on a visual adventure. Your audience will see your visual content first, so make sure it is just as well composed as your written content. Words and images should be harmonious in your page layout.

WRITTEN

- Pay particular attention to spelling and grammar.
- Keep your journaling bite size, write with purpose and avoid “filler” sentences.
- Start with a general topic, then filter down to specifics.
- Pick a tense [past or present] and be consistent. [e.g. write in the style of what HAS happened or what IS happening]
- A good rule of thumb is to write in the first person.

DESIGN

PAGE LAYOUT ANATOMY

- Create a style guide for yourself. [preferences: layout, fronts, palette]
- Organize your content and text.
- Know your preferred fonts and sizes for the Title, Subtitle and Body Copy text.
- Create a colour palette for your visual and written content.
- Be consistent.

JOURNALING

- Select a style: design style, typography, colour palette... Consider the language style: Natural, formal, casual, English etc...
- Create a master list of topics you want to include: Celebrations, Milestones, Everyday Life, Events...
- Map out your design idea per month. Take the time to envision the design and layout for your completed project.
- Journaling formats to consider: Bullet, editorial, interview, Q&A, report, three sentence stories, etc...
- Story formatting styles: [Chronological= Linear journey. Flashback=Start at the most recent, work backwards. Tapered=Most important to least.]
- Be truthful, be natural, consider the reader and how they might feel about your content, even if it is only, you reading your stories. Don't discard the challenges, rather focus on the lessons and strengths you received. Keep it uplifting.
- Consider batching in quarters, if time is scarce. [e.g. Q1 January-March].
- Be consistent.

PHOTOGRAPHY

- Select a style. [Effects and Palette: colour> brightness> exposure> saturation, etc...]
- Be consistent.

WORKSHEETS
&
TEMPLATES

YEARBOOK PLAN

simplicity markers for the modern memory keeper

FOUNDATIONS

KNOW YOUR VISION:

- What is your vision?

[This is your project vision statement: what you imagine, hope or want to accomplish. It's aim is to guide, motivate and inspire you.]

DEFINE METRICS:

- What are your project metrics?

[What are the key administrative decisions and actions you need to plan to help you achieve what you want and reach your vision.

Metrics help you achieve success and help you determine your productivity.]

SET TIMELINES

- What is your schedule for carrying out your work?

[Timelines are helpful in organising the work of what needs to be done (metrics), and holds you to accountability for completing the work.]

TRACK PROGRESS

- How will you track your progress/goals?

[List goals/metrics, assign reasonable deadlines, plan your time, review and monitor progress, set a reward system.]

MAKE IT A VISIBLE HABIT

- Create a visible cue that can remind you to act

[Determine your productivity habits, physical habits and mental habits. Visualising the process helps keeps the focus attention on the steps needed to reach your vision.]

YEARBOOK
MONTHLY PLANNER
for the modern memory keeper

KEY DATES

- What are the celebrations, events, observances throughout the month that you will document

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

YEARBOOK
MONTHLY PLANNER
for the modern memory keeper

KEY DATES

- What are the celebrations, events, observances throughout the month that you will document

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

YEARBOOK
PROGRESS TRACKER
for the modern memory keeper

PROGRESS TRACKER

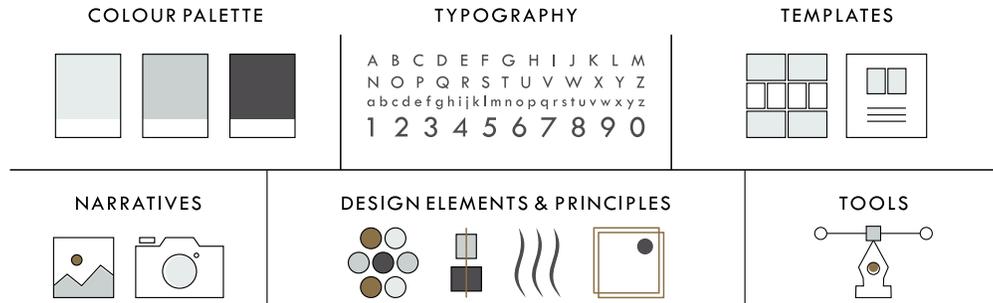
WEEKS DOCUMENTED:

• [X] When completed documenting pages for printing.

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<input type="checkbox"/>	13	<input type="checkbox"/>	26	<input type="checkbox"/>	39	<input type="checkbox"/>	52

CRAFTING YOUR CREATIVE FOOTPRINT

design worksheet for the modern memory keeper



Project Name:

COLOUR PALETTE: CMYK, RGB, HEX, hue, saturation, brightness

TYPOGRAPHY: Typeface, hierarchy, contrast, consistency, alignment, white space, kerning, colour, size, spacing

Name of font:

Source

Location

Name of font:

Source

Location

Name of font:

Source

Location

PREFERENCES: Photo editing, templates, tools, design elements, journal techniques, products, programs. Location/storage information.

NOTES & RESOURCES:

-
- 01.PLAN 1. AUDIT 2. SET YOUR METRICS & CREATIVE FOOTPRINT 3. PLAN FOR YOUR NARRATIVES
 - 02.POLISH EDIT DESIGN DETAILS; PHOTOS, GRAMMAR, PALETTE...
 - 03.PRINT UPLOAD AND PRINT TO YOUR PREFERRED COMPANY.

RESOURCES

YEARBOOK PAGE MAPS

for the modern memory keeper

WHAT IS A PAGE MAP?

- A page map page template is a customised starting guide for a page layout. It can include any configuration of a variety pocket place-card holders that you can reuse and save to a page layout as a project template.

Place-card holders include a variety of titles to help you map the template narrative: Graphic, Journal, Photo, Quote, Title.

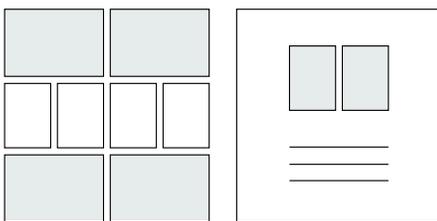
WHAT IS THE MAIN PURPOSE OF USING A PAGE MAP TEMPLATE?

- Page Map Templates simplify the creative process and document your plan. Templates can ease your decision process and increase efficiency. Creating a page map for your layouts can help you create consistency and improve clarity for your project, allowing you to see what your finished page may consist of or look like.

HOW DO I USE PAGE MAPS?

- Select or create your own page template [pocket page: college or editorial, single or double page, any size configuration.] You can use a photo template app, like the project life app that has pre-designed pocket templates or Canva. Alternately, you can design your own templates, using desktop design software, such as Photoshop, Photoshop Elements, Corel Draw...
- Assign a place-card holder to each pocket on your template.
- Consider creating default page map template configuration to save time.

STEP 1

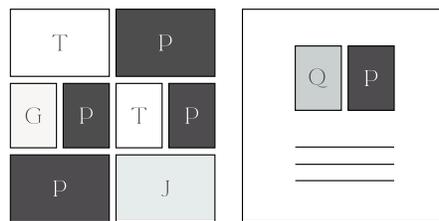


college

editorial

CREATE A POCKET TEMPLATE

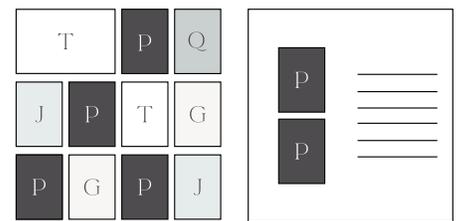
STEP 2



map the template

ASSIGN PLACE-CARD HOLDERS
TO EACH POCKET

STEP 3



college

editorial

CREATE DEFAULT
PAGE MAP TEMPLATES

PLACE-CARD HOLDERS

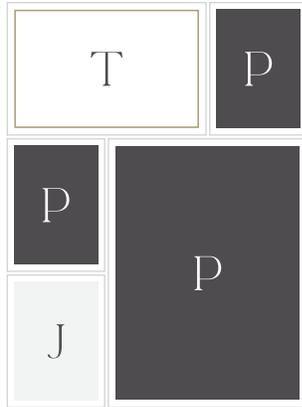
- You can create your own place-card holders with any design software or you can download our predesigned page map place-card holders from the resource section on our website. Be sure to reflect the topics you deem essential.

SAMPLE PAGE MAP TEMPLATES

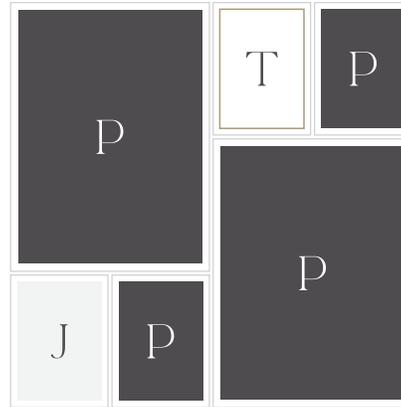
for the modern memory keeper



6x8



9x12



12x12



6x8



9x12



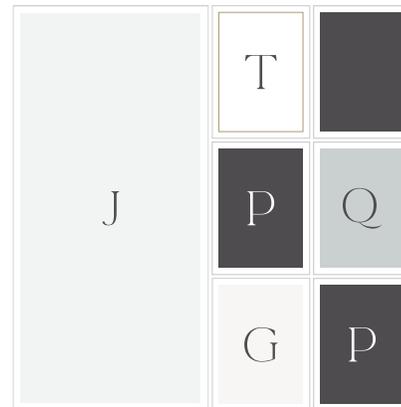
12x12



6x8



9x12



12x12

KEY



J: JOURNAL



G: GRAPHIC



P: PHOTO



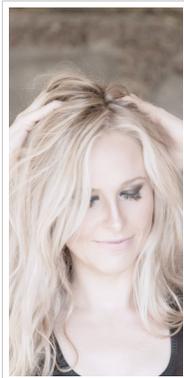
Q: QUOTE



T: TITLE

SAMPLE PAGE MAP TEMPLATES

for the modern memory keeper

YEARBOOK PROMPTS

content for the modern memory keeper

WRITTEN NARRATIVES: Journaling

DESCRIBE | CAPTURE

Home

- Favourite places in your home
- Something you want to change
- Comforts
- Current projects
- Interior
- Exterior

Meal Time

- Preparation
- Recipes
- Destination [kitchen/dinning table, in front of the TV, fast food or restaurant.
- Do you have help?
- Who cleans up after meal time?
- What are your mealtime rituals?
- What is discussed?
- Volume, observances [prayer], who is present?
- Must haves
- Challenging episodes

Work

- Workspace
- Co-Worker's/Boss
- Activities
- Current projects
- Responsibilities
- Equipment/tools
- Location

Commute

- Vehicle
- Commute/travel costs
- How you commute-walk, ride, do you car pool? public transport? Are you alone or with others?

School Life

- Friends
- Teachers
- Classes
- Homework
- Interests and activities
- The location/building, signage...
- How are your efforts?
- How do you feel about your subjects.
- What are the products, tools, equipment, clothing etc you use regularly or sparingly?
- Your timetable
- Field trips
- Sporting activities
- Achievements

COMPLETE THE SENTENCE

About Me

- What is on my mind?
- What do I think about my daily routines and habits?
- What is the most important thing to me right now?
- What do I like most about my life?
- What bothers me?
- How do I feel on a daily basis?
- What makes me feel useful?
- How am I helping others?
- What do I value in relationships?
- What is draining my energy?
- What am I de-cluttering physically or emotionally?
- How do/did I self care?
- What is my biggest reason for getting up tomorrow?
- What did I think about today when I let my mind wander?
- What are the daily habits/activities essential for my well being?

About Today

- Ten things you are most grateful for.
- Three things that you are excited about now.
- Three things that happened to you today.
- Three things I want to get done today.
- A daily positive affirmation.
- What was difficult about today?
- What was my best/worst decision today?
- What were my spending habits today?
- Did I find fulfilment today?
- Did I feel triggered today?
- [What Happened. Your feelings. The results. People involved. solution...]

Activities

- What do you/your family enjoy doing personally or together?
- What are your, social, learning, recreational, physical, extracurricular activities?
- Self care routines, indulgences, habits
- Sports
- Music
- Performing arts
- Exercise, fitness
- Games
- Hobbies
- Toys
- Chores
- Work
- Church
- Volunteer work
- Indoor \outdoor: activities, celebrations, gatherings
- Are you or a family member taking lessons?
- Chores: [Housework, yard work, pet care, cleaning, non paid responsibilities.]

YEARBOOK PROMPTS

content for the modern memory keeper

VISUAL NARRATIVES: Photographs

Little Things Matter

With images, you usually don't have the luxury of words but the old saying a picture is worth a thousand words really applies here. Each person that views that image will read their own story.

The worry lines on someone's face when they are thinking, the dimple in the cheek of the young boy or girl that is giggling, the simple gesture that is renowned to that person – the little things are what matter.

When you really focus on your subject, these little things are revealed and contribute to what makes them and the end result of the image uniquely amazing. Think about what you want to remember about the feeling of that moment. Think about what would make someone smile if they were to look back at these images 20 or 40 years from now.

Home

- A meaningful location/space/place in your home...
- What's in your cupboards, purse, fridge, yard, garage...
- Decor details [colour, textures, framed photos...]
- Views [from front door, kitchen window, couch, balcony, neighbourhood...]
- Interior
- Exterior

General Home Life

- Traditions, Habits, Routines, Rituals, Activities
- People.
- Pets [sleep, eat, activities, toys, poses...]
- Gadgets, equipment, tools...
- Productivity and time management
- Planning essentials
- Food and meals
- Home care essentials
- Health, fitness, self care activities, events...
- Unique "things" to your family, individual quirks, environment, vehicles, products used, activities, equipment, projects, the things that your family do, that make them them!...
- Who you share your home with.
- Who you share your home with.

Work & School Life

- People
- Interior, exterior of buildings & landscape
- Work space
- Activities
- Work spaces
- Equipment/tools
- Location shots
- Commute photo's/landscape

Meal Time

- Preparation area, tools, equipment, products
- Food selfies
- Breakfast, brunch, lunch, afternoon tea, dinner, snacks.
- Destinations
- Recipe books Out & About
- Places/locations you frequent
- Activities, events, observations you participate in
- Daily Destinations- the landscapes
- Your view, observations, experiences
- Memorabilia [receipts, stubs, tickets...]
- The weather

Me/Them

Capturing any of these that occur on the day

- Celebrations [Birthday, Anniversary, Birth, Milestones...]
- Seasonal Celebration [Easter, Christmas, Father's Day, graduation, tooth fairy...]

Personality traits & Physique features

- Facial expressions, personality portraits, close up details of an individual [smile, eyes, hands, birthmarks, jewellery, tattoos...]

Tips

Finds what's important for you to document

- The relationships, moments, the non-negotiables that must be captured /documented...

Seek the details

- What details do you want to choose to emphasize?
- What do you/they value in this moment? Document the experiences [speech, movement, activities, decorations, mementos, food/drink, venue, expressions...]
- Contextualise the details by capturing how the you/family interact and enjoy the space, event, moment.
- Find and capture the distinctive personality and unique characteristics that tell the story.
- Capture moments where the person's expression or their action stands out to whatever is in the background.

WILSON **WWW** WILSON