

The image shows a productivity planner template with a polka-dot border. It is divided into several sections:

- Calendar Grid (Left):** A grid showing dates from 8 to 30. Dates 8, 9, 10, 11, 12, 13, 15, 16, 22, 23, 29, and 30 are marked with blue circles.
- Daily Planning (Center):** Two identical daily planning sections. Each section includes:
  - Date:** A blank space for the date.
  - Water:** Five water drop icons.
  - Exercise:** A checkbox.
  - Vitamins:** A checkbox.
  - Dinner:** A space with five colored dots (green, yellow, red, green, blue).
  - Daily 5:** A space with five colored dots and a list of tasks:
    - Make beds
    - Dishes
    - Sweep kitchen
    - Counters
    - Clean Sweep
  - To Do:** A space with five colored dots and a list of ten checkboxes for tasks.
  - Appointments:** A space with five colored dots and a list of five checkboxes for appointments.
  - Notes:** A space with five colored dots and a blank area for notes.
- Monthly Planning (Right):** Two monthly planning sections for August and December. Each section has a header with the month name and a list of 31 checkboxes for each day.

# MANAGE CALENDAR & TO DO LISTS