



PERSONAL RETREAT

A Template for Self Care by Anna Marx

1. DATES AND TIME

The first obvious step is to figure out when you can go. I went away for 2 nights on a holiday weekend, which had to do with my family's schedules and our budget. Figure out how much time you're able to get away (even if it's just a few hours!).

2. LOCATION

Think about your needs and what makes you feel relaxed. Do you like nature or city better? Hotel or apartment? How far away can you travel? And of course... what's your budget?

I knew I needed nature, quiet, food onsite, and a massage (absolutely essential!). So, I chose a mountain resort 2hr drive from home with onsite restaurants, a spa, and tons of nature.

3. MAKE A PLAN

Just like any professional event or lesson plan, a good agenda always begins with goals. So I planned my activities by first writing out my intentions for taking a personal retreat, then the goals I hoped to accomplish, and then brainstormed a list of activities that would help me achieve each of those goals. Once that was done, I created a simple agenda and began filling in activities. Don't forget to eat and sleep! That's it!

The next few pages show my plan as an example. And the last two pages are blank templates for you to fill out. Now go take of **yourself** the way **YOU** need!

With Love,

Anna

Holiday Weekend - Sat pm-Mon am

Mountain Resort

DATES/TIMES

LOCATION

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INTENTIONS

- To be in touch with me and listen to my own needs
- To work through or identify some of the things in my life that are troubling me
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GOALS

- Feel rested, relaxed, and peaceful
- Have clarity about my next personal and professional steps
-

ACTIVITIES TO SUPPORT GOAL 1

Massage
Sleep (a lot!)
Walks
Yoga
Meditation
Indoor pool/jacuzzi

ACTIVITIES TO SUPPORT GOAL 2

Journal using prompts
Business Planning
Playing Big exercises
(Tara Mohr)
Reading business books
sitting on my desk
(Atomic Habits and
Building a Storybrand)

ACTIVITIES TO SUPPORT GOAL 3

Saturday

DAY

SCHEDULE

- Fill out as many of these sheets as you need

TIME	SCHEDULE
12pm	grocery shop for favorite snacks & lunch
1pm	leave for hotel
3pm	Massage (appointment pre-booked)
4:30pm	Check into hotel, settle into room
5pm	Journal: Remind yourself why you're here. What are you holding onto? What do you hope to learn?
6:30pm	Order Room Service
8pm	hot tub or yoga
9pm	tv & reading

NOTES

Sunday

DAY

SCHEDULE

- Fill out as many of these sheets as you need

TIME	SCHEDULE
9am	breakfast & easy Yoga
10am	Read business books & work on the exercises
11am	Playing Big - Inner Mentor exercise
12:30pm	lunch & nap/rest
3pm	walk (or yoga if weather too bad)
4pm	Journaling or Business Book exercises
5pm	hot tub
6:30pm	Order Room Service
7:30pm	evening journal: What insights have you had so far that you want to remember?
8pm	tv & reading

NOTES

Monday

DAY

SCHEDULE

- Fill out as many of these sheets as you need

TIME	SCHEDULE
8:30 am	breakfast and yoga and meditation
9:30 am	Business planning (major goals, ideas, next steps)
11 am	checkout & lunch & drive home

NOTES

[Blank space for dates/times]

DATES/TIMES

[Blank space for location]

LOCATION

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INTENTIONS

-
-
-

GOALS

-
-
-

ACTIVITIES TO
SUPPORT GOAL 1

ACTIVITIES TO
SUPPORT GOAL 2

ACTIVITIES TO
SUPPORT GOAL 3

Blank space for writing the day of the week.

DAY

SCHEDULE

- Fill out as many of these sheets as you need

TIME	SCHEDULE

NOTES

Blank space for writing notes.