



# HOLDING IT ALL TOGETHER

WITH ADAM J. KURTZ  
& ADOBE ACROBAT DC

## "BALANCE"

Undated Weekly Planner  
To-Do List For Now & Soon  
Support System Activity  
Monthly Mood Check-In

## "EXPLORE"

Break It Down Worksheet  
Thought-Starter Checklist  
Big Mistake Activity  
One-Sheet Zine Template

## "FOCUS"

Free Space Worksheet  
Habit Tracker  
Grown Up Chore Chart  
Inspirational Posters

☐ JAN ☐ FEB ☐ MAR ☐ APR ☐ MAY ☐ JUN  
☐ JUL ☐ AUG ☐ SEP ☐ OCT ☐ NOV ☐ DEC

MONDAY

FRIDAY

TUESDAY

SATURDAY

WEDNESDAY

SUNDAY

THURSDAY

WEEKLY CHECK-IN:

- ☐ STAYING ON TRACK
- ☐ MENTAL HEALTH
- ☐ PHYSICAL HEALTH
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

PERSONAL SPACE:

LONG LIST (SOON)

MEDIUM LIST (NEXT)

MEDIUM LIST (NEXT)

SHORT LIST (NOW)

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SHORT LIST (NOW)

MEDIUM LIST (NEXT)

MEDIUM LIST (NEXT)

SHORT LIST (NOW)

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SHORT LIST (NOW)

YOU CAN BE YOUR OWN  
SUPPORT SYSTEM!!!

LIST YOUR STRENGTHS  
TO BUILD YOURSELF UP:  
START WITH THE BASICS,  
THEN KEEP GOING.

SOME IDEAS:

PROBLEM SOLVING	GOOD AT INTERNET
PART OF A COMMUNITY	CAN BUILD A SOLID DECK

				WORKING ON WORK THINGS
BEING NICE TO MYSELF				

COMPARING YOURSELF TO OTHERS: NOT GOOD

COMPARING YOURSELF TO YOURSELF: HELPFUL!!!!

## LET'S FACE IT: MONTH IN REVIEW

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RANK YOURSELF ON THE SMILEY SCALE

😊 GOOD   😊 OKAY   ☹ NOT SO MUCH

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- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="radio"/> PERSONAL GROWTH   | <input type="radio"/> PHYSICAL HEALTH  | <input type="radio"/> THAT 1 THING    |
| <input type="radio"/> PLANNING AHEAD    | <input type="radio"/> TAKING CARE      | <input type="radio"/> EATING WELL     |
| <input type="radio"/> SLEEPING HABITS   | <input type="radio"/> BEING AWESOME    | <input type="radio"/> MENTAL HEALTH   |
| <input type="radio"/> CREATIVE THINKING | <input type="radio"/> SHOWING KINDNESS | <input type="radio"/> CALLING FAMILY  |
| <input type="radio"/> WORKING HARD      | <input type="radio"/> HAVING FUN       | <input type="radio"/> BEING A FRIEND  |
| <input type="radio"/> STAYING CALM      | <input type="radio"/> TRYING HARD      | <input type="radio"/> ENJOYING SPACE  |
| <input type="radio"/> FEELING CONTENT   | <input type="radio"/> MAKING CONTENT   | <input type="radio"/> FIGURING IT OUT |

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**BREAK IT DOWN:** Take a deep breath and some time to explore an emotion. Who knows what you'll find inside?

HOW DO YOU FEEL?

WHY?

HOW LONG?

WHO KNOWS?

WILL THIS LAST?

YES

HOW WILL YOU  
HANDLE IT?

NO

FORGET  
ABOUT IT!

TODAY'S DATE: \_\_\_\_\_

HOW DO YOU FEEL?

WHY?

HOW LONG?

WHO KNOWS?

WILL THIS LAST?

YES

HOW WILL YOU  
HANDLE IT?

NO

FORGET  
ABOUT IT!

TODAY'S DATE: \_\_\_\_\_

CHECK IT OUT: These unconventional thought-starters might lead to something new, or it might just be satisfying to tick the boxes!

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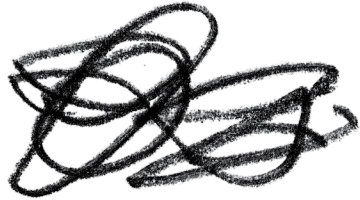
- ☐ FALL DOWN
- ☐ GET UP
- ☐ RUN AWAY
- ☐ SNORT LAUGH
- ☐ HIGH FIVE
- ☐ SKINNY DIP
- ☐ HAPPY CRY
- ☐ SAD CRY
- ☐ 100 LIKES
- ☐ SUNDAE FUNDAY
- ☐ IMPULSE BUY
- ☐ DAY TRIP
- ☐ FIRST KISS
- ☐ CUDDLE UP
- ☐ FOLLOW BACK
- ☐ BINGE WATCH
- ☐ CHECK IN
- ☐ FREAK OUT
- ☐ CALL HOME
- ☐ SMILE MORE

- ☐ MAKE IT
- ☐ TAKE IT
- ☐ FAKE IT
- ☐ BREAK IT
- ☐ BREAK OUT
- ☐ BREAK AWAY
- ☐ BREAK IN
- ☐ BREAK EVEN
- ☐ SELF LOVE
- ☐ TRUE LOVE
- ☐ LOVE LOVE
- ☐ BAD MOOD
- ☐ BAD BEHAVIOR
- ☐ STOP TIME
- ☐ DISAPPEARING ACT
- ☐ TRY HARDER
- ☐ WONDER WHY
- ☐ FREE REFILL
- ☐ INQUIRE WITHIN
- ☐ NEED MORE
- ☐ WANT MORE

- ☐ EYE ROLL
- ☐ BODY ROLL
- ☐ BODY DOUBLE
- ☐ DOUBLE TAP
- ☐ CRY OUT
- ☐ CRY WOLF
- ☐ BE CAREFUL
- ☐ CARE LESS
- ☐ TAKE CARE
- ☐ WALK AWAY
- ☐ DIE INSIDE
- ☐ GO INSIDE
- ☐ SIDE EYE
- ☐ SET ROOTS
- ☐ PLAN AHEAD
- ☐ FEEL SAFE
- ☐ BE GRATEFUL
- ☐ BE HUMBLER
- ☐ JUST BE
- ☐ BE YOURSELF
- ☐ RISE UP
- ☐ SUN RISE

**BIG MISTAKE:** “Happy accidents” are often just mistakes with some edits! Acrobat’s Comment tool is full of drawing options!

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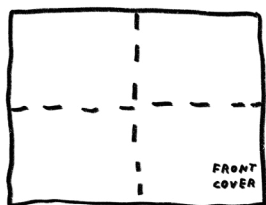


HOW TO FOLD:

1. Fold paper in half both horizontally and vertically, creating two creases that will serve as our guide.
2. With your paper horizontal, fold each half in to the center and crease. Open to flat and you'll have eight sections like the lines on this template.
3. Fold right to left and cut in from the center to match the thick dotted line on this page.

4. Open to flat again then fold in half along middle crease we just cut. Pages 1-4 should now be right side up on the other side.
5. Carefully push the sides inward, opening the cut into a diamond-shaped hole
6. Keep pushing until you've made a plus sign, then flatten the pages over onto each other to create the booklet! Make sure the cover wraps around the rest.

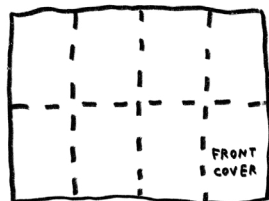
TIP: THE TOP ROW PAGES ARE UPSIDE DOWN NOW... BUT WE WILL BE FOLDING THEM OVER TO THE OTHER SIDE



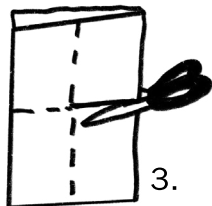
1.



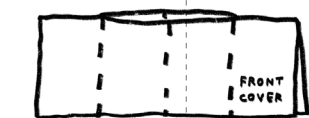
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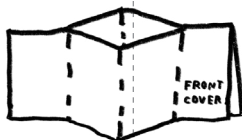
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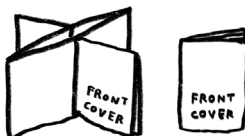
3.



4.



5.



6.

**FREE SPACE:** Fill in the blanks with whatever you need to get out of your head, so you can find your own free space.

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AN OVERDUE TASK

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THAT NAGGING FEELING

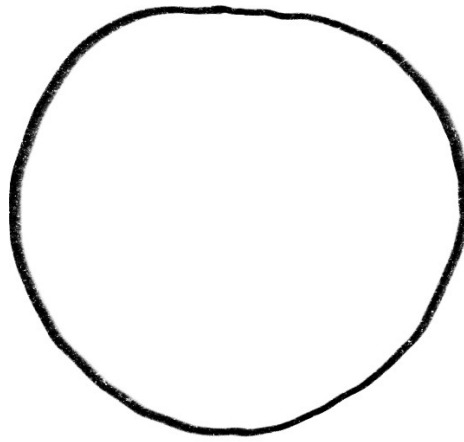
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AN IRRATIONAL FEAR

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A PERCEIVED INADEQUACY

**FREE SPACE:**



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AN EARLIER FAILURE THAT LOWKEY HAUNTS YOU

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WHY AM I STILL WORRYING ABOUT THIS???

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THIS ONE SONG THAT WON'T LEAVE

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A MENTAL ROADBLOCK THAT DOESN'T EXIST

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SOMEONE ELSE'S PERCEPTION OF YOU

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AN OFFHAND COMMENT YOU ACCIDENTALLY INTERNALIZED

**HABIT TRACKER:** When forming a new habit, the first 3 weeks can be hardest. Use *Fill & Sign* to check the boxes as you go!

1 2 3 4 5 6 7

8 9 10 11 12 13

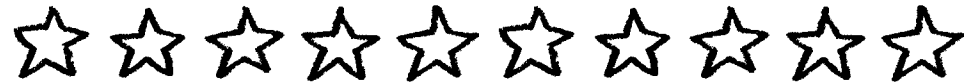
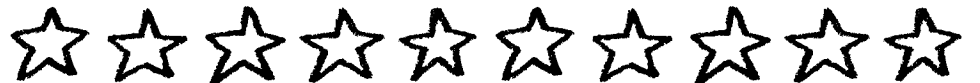
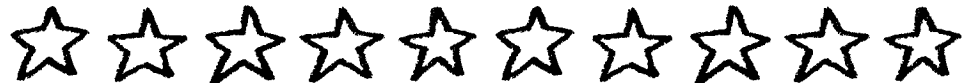
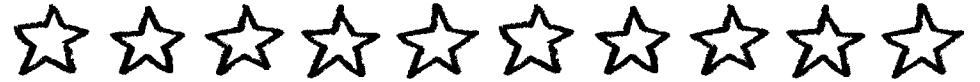
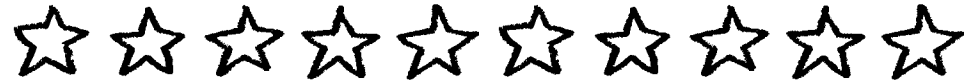
14 15 16 17 18

19 20 21

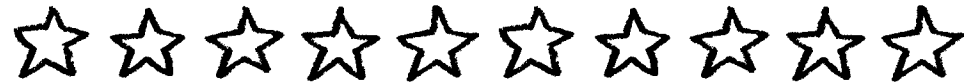
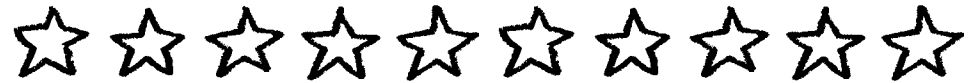
FOREVER

**CHORE CHART:** List all your recurring tasks, then reward yourself stars for a job well done. The *Drawing* tool might help!

REPLIED TO THAT EMAIL YOU'VE BEEN AVOIDING



ENJOYED A FULL DAY WITH NO WORK (EVEN PERSONAL)



**INSPIRATIONAL POSTERS:** Nothing says "Time to Focus" like a motivational poster! I made you one, now you create the other.





**Created by Adam J. Kurtz in collaboration with Adobe Acrobat DC.**

Learn more about each kit on the Creative Cloud blog here: [Balance](#), [Explore](#), [Focus](#).

For more from Adam J. Kurtz, visit [@adamjk](#) or [adamjk.com](#).

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