



6x6-inch YW Personal Progress Calendar Standing or Wall-hanging Versions

Encourage your Young Women with a Personal Progress calendar! This six-by-six-inch calendar fits perfectly in a locker, on a desk or dresser or hanging next to a mirror. The calendar features interactive elements including a plan-for-the-year journaling page, Personal Progress goals, favorite scripture page, monthly personal goal areas and a year-in-review evaluation page plus a testimony page. Every month includes a value, quote, scripture, personal goal and Personal Progress goal areas. *[Download calendar pages from www.hangaribbononthemoon.com]*

To Customize these areas in the interactive, editable pdf file:

1. Open pdf in Adobe Reader. If you don't have Adobe Reader on your computer, download it for free from adobe.com.
2. Add your choice of values, quotes, scriptures and Personal Progress goals in the goal page text fields. Save.
3. Print out pages.

Personalize each calendar with optional scrapbooking embellishments, ribbons and buttons and your choice of papers and cardstock. I glued rhinestones to my brads with E600 for extra bling.

Use a Zutter Bind-It-All, Cerlox, stapler, ribbons or rings to bind each calendar. For the standing version, the Zutter or Cerlox methods with chipboard covers are recommended. NOTE: If you want to use chipboard covers, make sure you have a way to punch holes in them (Zutter or Crop-A-Dile). These instructions are for the Zutter Bind-It-All method. Adapt as necessary for your desired binding method.

Supplies:

- 2 6x6-inch chipboard covers
- 1 6x6-inch piece patterned paper for cover (if using cover label)
- 1 6x6-inch piece patterned paper for back cover (opt.)
- 13 6x6-inch pieces cardstock, colors to match covers (more if adding extra blank pages)
- 2 brads (for stand-up version)
- 2 rhinestones (if blinging up brads)
- 1 8-inch piece string (for stand-up version)
- Magnetic tape or magnets (for hanging version)
- Paper for printing
- Embellishments as desired
- 1 6-inch piece Owire (if using Zutter Bind-It-All) OR Other binding supplies as desired



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Equipment:

- Scissors
- Paper Cutter
- Glue (incl. E600 for rhinestones, if desired)
- Crop-A-Dile or small hole punch
- Zutter Bind-It-All or equipment for other binding system
- Computer and printer (color preferred)



Assembly Instructions:

Preparation:

1. Gather necessary supplies. Cut cardstock and patterned paper to 6x6-inch size using paper cutter.
2. Add text to interactive PDF and print out calendar pages, monthly goal pages, front cover, scriptures page, journaling pages and testimony page and/or extra optional blank pages. Save. Cut out.
3. Glue patterned papers and/or full cover page to front and back chipboard covers.

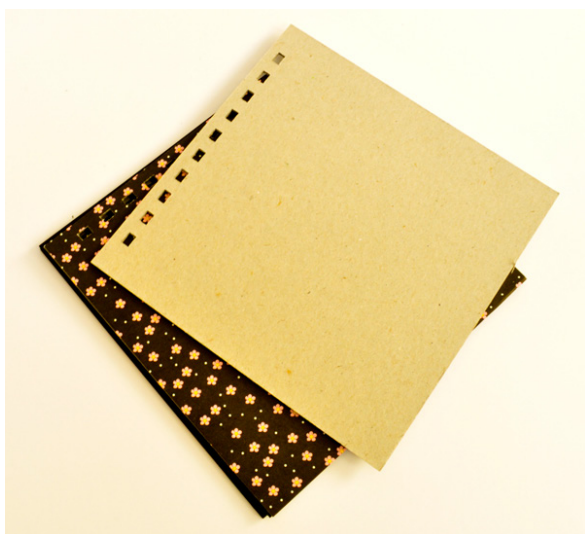
Binding:

1. Stack cardstock pages in this order: front cover, cardstock pages, back cover.

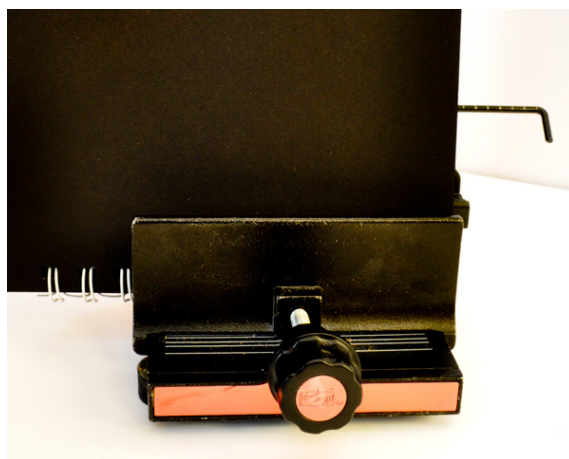
2. Insert a few pages at a time into Zutter Bind-It-All and punch. Repeat so that each page and cover has binding holes along one side. Make a test page and adjust settings as needed.



3. Rotate back cover onto top of stack so patterned-paper sides are together.



4. Insert Owire into punched holes, putting small loops on the cardstock side so that the large loops are towards the inside of the back cover. (Both covers should still be together in the stack.)



5. Hold pages vertically while closing loops in Owire with Zutter Bind-It-All. Now you're ready to glue in the calendar pages!

**Glue in Pages:**

If you're making a *standing calendar*, open calendar fully so it lays flat and then glue printed pages to cardstock/front and back covers, making sure that the top of each printed page is on the binding side of the cardstock. [See next page for page order.]



Above: Standing Calendar Page Placement

If you're making a **hanging calendar**, open calendar fully so it lays flat and then glue monthly goal pages (odd) so that the top of the page is at the bottom of the cardstock. Glue calendar pages (even) so that the top of the page is on the binding side of the cardstock.



Above: Hanging Calendar Page Placement

Important: You will be gluing pages on both sides of the cardstock pages as well as inside the front and back covers.

If you are replacing pages with blank pages and/or adding blank pages, adjust page order as needed.

Page Order:

1. My Plans 20xx (inside front cover)
2. Scriptures 20xx (front of first piece of cardstock)
3. January goal page
4. January calendar page
5. February goal page
5. February calendar page
6. March goal page
7. March calendar page
8. April goal page
9. April calendar page
10. May goal page
11. May calendar page
12. June goal page
13. June calendar page
14. July goal page
15. July calendar page
16. August goal page
17. August calendar page
18. September goal page
19. September calendar page
20. October goal page
21. October calendar page
22. November goal page
23. November calendar page
24. December goal page
25. December calendar page
26. In Review: Testimony page
(back of last piece of cardstock)
27. In Review: 20xx page
(glue inside back cover)

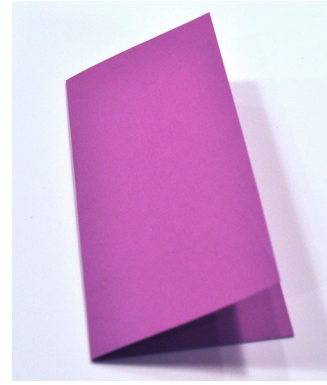
Finishing:

1. Glue cover label to front of calendar if not using full cover.

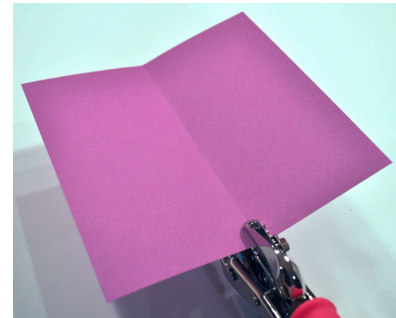


For Standing Calendar:

1. Using Crop-A-Dile or other punching tool, punch a 1/8-inch hole in the center of the bottom of the front cover, about 1/4-inch from edge.



If necessary, create a template using a six-inch piece of paper: fold paper template in half, then unfold it.



Make a mark in the fold, about 1/4-inch from the edge. Punch a hole where you made the mark.



Align template along the bottom of the page you want to punch, then punch or mark where the hole is to guide you as you punch the page.



2. Punch a hole in the same location on the back cover.



3. Glue rhinestones to brads using E6000, if desired. Insert one brad into each hole in the front and back of calendar and fold tines outward, locking it in place.



4. Wrap one end of string a few times between brad and back cover.

5. To make calendar stand up, flip front cover towards back cover. Hold covers apart so that bottoms are about two- to three-inches apart. Wind free end of string around brad on front cover so that string between covers is about two- to three-inches.



7. Stand calendar on flat surface. Flip pages over at the end of each month.

8. Embellish as desired



For Hanging Calendar:

1. Create hole-punch template as noted previously: Using a six-inch piece of paper: fold paper template in half, then unfold it. Make a mark in the fold, about 1/4-inch from the edge. Punch a hole where you made the mark. Align template along the bottom of the page you want to punch, then punch or mark where the hole is to guide you as you punch the page.

2. Punch hanging-hole about 1/4-inch from edge in bottom of front and back cover as well as each cardstock page using hole-punch template. If making calendar to hang in a locker, glue magnets or magnet strip on front cover. You can use a brad inserted in the hanging holes to secure month pages as you turn them.

3. Embellish as desired.