



Playshop Guide

Greetings! I am so delighted that you're joining me for an hour to play in your *Daybook* and *Playbook*. This Playshop Guide complements our gathering with suggestions on how best to prepare for and participate with helpful tips, recipes, space for reflection, and how-tos describing my daily tranquility practices.

For years I've studied, practiced, and explored numerous ways to organize my days (and my life) in a holistic way. During today's Playshop I'll be sharing practices and tools I've found to help me stay tranquil AND productive—all easily accessible in your *Daybook* and *Playbook*.

Our one-hour journey includes:

- A warm welcome (complete with Belle Starr the rescue pug sightings)
- Ideas on personalizing your planner (complete with my go-to sources)
- A walk through the various tools inside
- Ideas on setting your week up for success
- An exploration of my 32 suggested Tranquility Tools
- Savvy Sources
- Tips to pen your Year's Review and Dreams, plus Month's Review and Dreams
- Doing the Seasonal Life Review
- Examples on how to art journal on your blank inspiration



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pages

- Wellness Planning: Meatless Mondays, Treats, Detox
- Tips for seamless travel and daily dress-up with a capsule wardrobe (including a peek into mine)
- Tranquility Challenge
- Budgeting time and money
- A chance to connect with others plus share show and tell inspiration
- Noting and sharing takeaways plus next steps

Perks:

- [TranquiliT](#) discount code (DAYBOOKLOVE 25% off through 1/15/18)
- A chat box to connect throughout the event
- [A private Facebook Group](#): Drop in, say “hello,” and share images from your *Daybook* and *Playbook* with others.
- A private Daybook and Playbook resource page filled with downloadable PDFs, videos, mp3s, and more to complement your efforts to live with tranquility: kimberlywilson.com/daybook

Remember, if you miss any of the Playshop, it's being recorded and will be sent out to you within 24-48 hours of the event. It will also be added to your private page, kimberlywilson.com/daybook.

Let's make our time together a special occasion filled with our favorite things—tranquility, creativity, productivity. Thank you for joining me!

With deep admiration,

Kimberly Wilson

Tune in here a few minutes before 2pm ET on Saturday, December 30. You'll also have the opportunity to connect live with each other in the chat box.

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Inspiration

THE THING THAT IS REALLY HARD, AND REALLY AMAZING, IS GIVING UP
ON BEING PERFECT AND BEGINNING THE WORK OF BECOMING YOURSELF.

—ANNA QUINDLEN

Our deepest fear is not that we are inadequate.
Our deepest fear is that we are powerful beyond measure.
It is our light, not our darkness
That most frightens us.

We ask ourselves
Who am I to be brilliant, gorgeous, talented, fabulous?
Actually, who are you not to be?
You are a child of God.

Your playing small
Does not serve the world.
There's nothing enlightened about shrinking
So that other people won't feel insecure around you.

We are all meant to shine,
As children do.
We were born to make manifest
The glory of God that is within us.

It's not just in some of us;
It's in everyone.

And as we let our own light shine,
We unconsciously give other people permission to do the same.
As we're liberated from our own fear,
Our presence automatically liberates others.

By Marianne Williamson

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logistics + Tips

I'm so grateful that you've chosen to take time out of your busy holiday to join me. This Playshop offers space to hit the pause button during this exciting time of the year, set your *Daybook* and *Playbook* up for success, and connect with like-hearted ladies. To prepare for our upcoming gathering, I've pulled together some tips on how to make our time together as smooth and fulfilling as possible.

1. **Bring a beginner's mind:** There's a Zen saying that "in the beginner's mind there are many possibilities, but in the expert's mind there are few." Approach this experience with a sense of playfulness, openness, and curiosity. There is no one way to use your *Daybook* or *Playbook*, make this Playshop (and planner) your own. I'll be your gentle guide.
2. **Protect the hour:** Clear your calendar and keep Saturday, December 30, 2-3 pm ET sacred. [Translate this to your time zone](#). To fully drop in, let anyone who shares your space know that you are not to be disturbed during this time.
3. **Gather your tools:**
 1. *Daybook* or *Playbook*
 2. a computer or smartphone with Internet access
 3. writing tools such as markers, pens, and/or pencils
 4. ephemera—bits of paper such as ticket stubs, old books, photos, images from magazines that resonate with you, maps (optional)
 5. glue stick, washi tape, foil stars, tags, date stamp and stamp pad (optional)
4. **Set the stage:** Place your tools (listed above) within reach. Wear something comfy that stretches and you feel good in. Light a candle or incense. Spritz perfume. Wear lipstick or balm and moisturizer. Set out tasty snacks to nibble on such as carrots and hummus, raw almonds mixed with dried cranberries, kale chips, or a green smoothie (an assortment of veg snack recipes are included). Brew a pot of your favorite tea (matcha latte recipe included). Have a carafe of water with mint leaves or lemon and a special drinking glass nearby.
5. **Date your *Daybook*:** Each month has five dateless weeks within it for a total of 60 weeks of planner pages! I typically start a *Daybook* the week before the new year begins (ex. last week in Dec 2017) and go through the first few weeks of the following year (ex. early January 2019), but you can start at anytime!

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6. **Reflect:** Take a few moments before we gather to answer the questions below within the inspiration pages of your *Daybook* and *Playbook*.

Notes:

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Reflection



SPEND A FEW MOMENTS WITH A CUPPA TEA AND YOUR THOUGHTS BEFORE WE GATHER TO ANSWER THESE QUESTIONS.

MY INTENTION FOR THIS PLAYSHOP IS:

I HOPE TO:

I'M MOST EXCITED ABOUT:

TO PREPARE, I NEED TO . . . (GATHER SUPPLIES, SET EXPECTATIONS WITH FAMILY, ETC.):

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Practice: Mindful Writing



CLOSE THE DOOR. WRITE WITH NO ONE LOOKING OVER YOUR SHOULDER. DON'T TRY TO FIGURE OUT WHAT OTHER PEOPLE WANT TO HEAR FROM YOU; FIGURE OUT WHAT YOU HAVE TO SAY. IT'S THE ONE AND ONLY THING YOU HAVE TO OFFER. — BARBARA KINGSOLVER

WHY IS WRITING BENEFICIAL?

Writing is a tool for thinking, expression, and creativity. It has been linked to improved mood, well-being, and reduced stress levels. Writing has been shown to help people express highly complex ideas more effectively. It gives form to your ideas and gets them out of your head to free up inner bandwidth.

ADDITIONAL PROMPTS TO PONDER IN YOUR DAYBOOK OR PLAYBOOK

- Describe your ideal day.

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- What came up for you when reading the Marianne Williamson poem?
- Were you born to shine in one special way? How do you stand out?
- Write a journal entry to your future self in 10 years. Date it 12/30/27.
- Write a love letter to your past or future self.
- What was the last thing you read, heard, or saw that inspired you?
- When you picture yourself at the end of 2018, how do you want to feel? What do you want to have experienced?
- Write an autobiography in 10 minutes.

Notes:

Practice: Mindful Eating and Drinking



Sipping tea can be a mindfulness practice, an opportunity to slow down.

DRINK YOUR TEA SLOWLY AND REVERENTLY, AS IF IT IS THE AXIS ON WHICH THE WORLD REVOLVES—SLOWLY, EVENLY, WITHOUT RUSHING TOWARD THE FUTURE. LIVE THE ACTUAL MOMENT. ONLY THIS MOMENT IS LIFE.—THICH NHAT HAHN

WHAT IS MINDFUL EATING AND DRINKING?

Eating with the intention of caring for yourself and with the attention necessary for noticing and savoring your food and its effects on your body.

WHY IS IT BENEFICIAL?

Mindful eating and drinking helps you slow down, notice internal cues, control cravings, eat less, manage weight, savor the food, increases enjoyment, improved digestion, satisfaction with less, and better nourish your body.

HOW TO DO IT:

EATING

Sit down to eat at the table. Disconnect from distractions—Internet, reading, writing. Put down your cutlery between bites. Be fully with your food. Engage all your senses. Savor small bits and chew thoroughly.

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DRINKING

Sipping tea can be a mindfulness practice, an opportunity to slow down. Zen Buddhist monk Thich Nhat Hahn teaches:

"DRINK YOUR TEA SLOWLY AND REVERENTLY, AS IF IT IS THE AXIS ON WHICH THE WORLD REVOLVES—SLOWLY, EVENLY, WITHOUT RUSHING TOWARD THE FUTURE. LIVE THE ACTUAL MOMENT. ONLY THIS MOMENT IS LIFE."

The consumption of tea is simple, yet has many sensory-filled steps. Connect to your breath. Create an intention for the day, for the moment, or for the time it takes to consume your cup of tea. Heat the water. Listen to it boil. Choose your pleasure: grassy, fruity, flowery, blooming. Pour the water over your tea and listen to it hit the bottom of the cup.

Let it steep for two to five minutes depending on the type of tea. Smell the aroma of your chosen infusion. Feel the warm cup in your hands. Observe the steam rising. Taste the tea in your mouth. Swish it around. Note the flavors. Then feel the heat as it flows into your body.

You don't need any fancy equipment—simply a mug, hot water, tea. And time. Time to be present and to tune in to your senses.

If you're a coffee person, the same process applies. Rather than gulping it down en route to your next meeting, feel the warmth, take in the aromas, and enjoy its time in your mouth.

Notes:

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Practice: Meditation

MINDFULNESS IS ABOUT BEING FULLY AWAKE IN OUR LIVES. IT IS ABOUT PERCEIVING THE EXQUISITE VIVIDNESS OF EACH MOMENT. WE ALSO GAIN IMMEDIATE ACCESS TO OUR OWN POWERFUL INNER RESOURCES FOR INSIGHT, TRANSFORMATION, AND HEALING.—JON KABAT-ZINN

WHAT IS MEDITATION?

Attention is put on the movement of the abdomen when breathing in and out, or on the awareness of the breath as it goes in and out the nostrils. If one becomes distracted from the breath, one passively notices one's mind has wandered, but in an accepting, non-judgmental way and one returns to focusing on breathing.

WHY IS IT BENEFICIAL?

Meditation has been shown to lower blood pressure, reduce anxiety, improve the immune system, increase energy, increase happiness, develop intuition, gain clarity, decrease pain, increase serotonin production, improve focus, and improve emotional stability.

20-MINUTE SEATED MEDITATION

Take your seat in a chair or on some kind of cushion on the floor. You may sit in a chair with your feet on the floor, loosely cross-legged, or kneeling. Come to a pose of dignity, as Jon Kabat-Zinn encourages. If the constraints of your body prevent you from sitting erect, find a position you can stay in for a while.

When your posture is established, feel your breath—or some say “follow” it—as it goes out and as it goes in. Inevitably, your attention will leave the breath and wander to other places. When you get around to noticing this—in a few seconds, a minute, five minutes—return your attention to the breath. Don't bother judging yourself or obsessing over the content of the thoughts. Come back. You go away, you come back. That's the practice. It's often been said that it's very simple, but it's not necessarily easy. The work is to just keep doing it. Results will accrue.

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Art journaling is the creative process of combining color, words and images on a page. It's about the process, not the outcome. Incorporate paint, ephemera, and writing into your *Daybook*.

According to art therapist Cathy Malchiodi, art journaling has been used in a variety of ways to help trauma survivors not only cope with hyperarousal and distress, but also as a means of stress reduction and self-regulation. Elizabeth Warson, professor at George Washington University's art therapy program, claims that the regular practice of creating via an art journal can have a powerful effect on the body. Those who are experiencing stress will find that their responses are lessened – an increase in the flow of serotonin to the brain has been demonstrated, and an increase in the number of immune cells flowing through the blood. Oh, and it's just plain fun!

Gather your art journal, paint, paint brush (old credit card), ephemera, and pens. It's a three-step process: paint, collage, write.

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TO EXPLORE IN YOUR ART JOURNAL

- Leaf through a couple of magazines and cut out any images that catch your attention. Use each one as a prompt. What drew you to the image and why? Write about it.
- Look through a few photographs and glue them to the page or draw a replica of them. Reminisce on the experience happening in the photograph. What were you feeling, smelling, and tasting at the time?
- Next year I'd like to do more . . .
- Choose images of things you'd like to see more of in your life and write about how to make them happen.
- Paint a large heart and fill it with images and words of things you love.
- Make lists: Start/Stop, To Be, To Experience, To Play, On My Mind, Winter Treats, Gratitude.
- Title your page with a favorite quote or song lyric and add images that bring it to life.
- What are you currently feeling? Create a spread that showcases that feeling.
- Look outside your window and let weather or nature inspire your next page.
- Create a page using only your favorite color.
- Design a bucket list page or spread (two pages).
- Title your page with a question you're currently asking yourself and collage images or words that may help you answer it.
- Tear a beautiful image from a magazine, paste it in the middle of a page and write what you love about it.
- Draw a map from where you are to where you want to be.
- Collage your Year's Dreams.
- Collage your Year's Review: use photos, ticket stubs, receipts, boarding passes, etc.

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TIPS FOR INCORPORATING MORE ART JOURNALING INTO YOUR LIFE

1. Keep your *Daybook*, *Playbook*, and art journal handy. Mine live on my desk for easy access.
2. Keep your supplies within reach: washi tape, scissors, markers, stamps, glue stick.
3. Create a travel kit for on the go: small art journal and a few basic supplies.

YOUR VISION WILL BECOME CLEAR ONLY WHEN YOU LOOK INTO YOUR HEART. WHO LOOKS OUTSIDE, DREAMS. WHO LOOKS INSIDE, AWAKENS.

—CARL JUNG

Notes:

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Takeaways and Next Steps



We'll close by tying a bow around the day's experience. You'll also have the opportunity to also connect live with each other, share takeaways, and ask any burning questions in the chat box.

WHAT WAS A HIGHLIGHT FROM TODAY?

WHAT DID I FIND MOST HELPFUL?

HOW WILL MY DAYBOOK AND PLAYBOOK HELP ME FIND TRANQUILITY IN THIS NEW YEAR AHEAD?

WHAT ARE MY FIVE TAKEAWAYS?

WHAT ARE MY NEXT STEPS TO PERSONALIZE MY PLANNER?

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Love Note: Gratitude



Thank you for taking time out of your busy life to join in today's Playshop. My hope is that you've had the opportunity to learn new tranquility and productivity tools.

As you transition back into your day or evening (depending on your time zone), move gently and keep this experience close to your heart. Make a yummy, nutritious meal. Spend more time in your *Daybook* and *Playbook*. Hug a being you love. Write a letter of gratitude to yourself for taking time for you. Go on a walk. Stay connected to what matters most.

May this Playshop be the beginning of more play in your life. I'm honored you shared the hour with me.

Bisous,

Kimberly Wilson

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Appendix: Recipes



CHEESY KALE CHIPS

Recipe + Image from [*Minimalist Baker*](#)

Ingredients

- 10 ounces (283 g) chopped kale leaves, washed, thoroughly dried (stems removed)
- 2 Tbsp (30 ml) grape seed, olive or avocado oil
- 1/4 cup (30 g) raw cashews
- 2 Tbsp (14 g) raw or roasted (unsalted) sunflower seeds
- 5-6 Tbsp (15-18 g) nutritional yeast, divided

- 1/4 tsp each salt and black pepper
- 1 tsp garlic powder
- optional: Healthy pinch cayenne pepper

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Directions

Preheat oven to 300 degrees F.

Add kale to a large mixing bowl and drizzle with oil. Use hands to massage the kale to soften its texture and disperse the oil. Set aside.

Add cashews, sunflower seeds, 4 Tbsp (12 g) nutritional yeast, salt, pepper, garlic pepper and cayenne pepper (optional) to a food processor or blender and blend/pulse into a fine meal, scraping down sides as needed.

Add spice mixture to the kale and toss with hands to distribute, working it into the grooves so it's thoroughly coated.

Divide kale between 2 large baking sheets and spread into an even layer, making sure the pieces aren't overlapping to ensure crispiness. You may need to bake them in two batches depending on size of baking sheets.

Sprinkle the kale with remaining 1-2 Tbsp (3-6 g) nutritional yeast for extra flavor and bake for 15 minutes. Then remove from oven and toss/flip kale to ensure even baking.

Bake for 5-10 minutes more, or until chips are crispy and golden brown. Watch carefully to ensure they don't burn. Let cool slightly before enjoying.

Once completely cooled, store leftovers in a large plastic bag or container for 2-3 days. The crispy texture begins fading past 24 hours, so enjoy as close to baking as possible!



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MATCHA LATTE

Recipe + Image from [Minimalist Baker](#)

The best vegan matcha latte with matcha powder recommendations, my favorite dairy-free milk blend, and natural sweeteners! A 4-ingredient, 5-minute, creamy, antioxidant-rich beverage!

Ingredients

- 1 1/4 tsp matcha powder (I like [Townshend's](#) and [Organic Matcha](#))
- 1 Tbsp (15 ml) maple syrup (or stevia to taste), more or less to preference + depending on sweetness of macadamia and coconut milk
- 1 Tbsp (15 ml) hot water
- 3/4 cup (180 ml) light coconut milk ([DIY coconut milk](#)) (I prefer canned Whole Foods 365 organic)
- 3/4 cup (180 ml) macadamia nut milk ([DIY](#)

[macadamia milk](#)) (I like [this brand](#))

Directions

- 1 Add matcha powder to your serving mug along with sweetener of choice and hot water. (If adding add-ins like maca, ashwaganda, or coconut butter, add at this time.)
- 2 Whisk with a [bamboo whisk](#) or a metal whisk until completely dissolved. If you don't have a bamboo whisk, you can use a spoon or a metal whisk or even

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blend the latte in a blender. Bamboo whisks are gentle on the matcha and also help it dissolve more completely. So if you like matcha, I recommend investing! Otherwise, use what you have.

- 3 Once the matcha is completely dissolved, heat* your coconut and macadamia milk (or other dairy-free milks). I added mine to a [frothing pitcher](#) and steamed on our [espresso machine](#), but you could also heat in the microwave or on the stovetop until hot and steamy. To get more froth, you can whisk vigorously or use a [handheld frother](#).
- 4 Pour dairy-free milk into your mug - latte art optional (mine was a little sad - lol). Taste and add more sweetener if needed. I found that, when I used the macadamia nut milk, I only needed a bit of maple syrup or stevia to sweeten. Enjoy immediately.

CHIA SEED PUDDING

Recipe + Image from [Oh She Glows](#)

Be sure to make this in advance (I like making it before bed) so it has time to thicken up. The thickness of the chia pudding will vary based on the kind of almond milk you use, so don't worry if it looks a bit thick or thin when you first try it out. If your pudding is too thin you can add more chia seeds and let it sit for 30 minutes more; if it's too thick, try adding a touch more almond milk.

Soak time: 2.5 hours or overnight

Prep Time: 5 Minutes

Ingredients

3 cups unsweetened almond milk

1/2 cup chia seeds

1-3 tablespoons of pure maple syrup, to taste

Suggested toppings

Granola

Fresh fruit



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Coconut flakes
Pure maple syrup
Cinnamon
Nuts and seeds
Banana Soft Serve

Directions

Whisk the almond milk, chia seeds, and sweetener together in a large bowl. Let sit for 5-10 minutes and then whisk again (this just helps prevent clumping). Cover and chill in the fridge for 2.5-3 hours, or overnight. It helps to stir the mixture every so often during this time, but don't worry if you can't. Stir well before serving. Portion into bowl(s) and add your desired toppings. Leftovers will keep in an air-tight container in the fridge for 3-5 days.

BEET HUMMUS

Recipe and Image from pranaful.com

A beautiful pink hummus with nutrient-rich beets and heart-healthy adzuki beans.

Ingredients

3/4 lb. (approx.) red beets, peeled and grated
1 c. cooked adzuki beans
2 T. lemon juice
2 T. tahini
2 T. extra virgin olive oil
1 clove garlic
1 t. ground cumin
Pinch of cayenne pepper (optional)
1/2 t. salt



Directions

Place all ingredients in food processor bowl, then process until a smooth texture is achieved. Serve with sliced veggies, pita, or use as a spread in your favorite sandwich.

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COCONUT CARDAMOM DATE BALLS

Recipe and image from

pranaful.com

These easy, nourishing snacks are great to keep on hand for when a sugar craving attacks. Dates instantly help regulate blood sugar levels, and cardamom suppresses ongoing cravings.

Ingredients

1 lb. (approx 2.5 c.) medjool dates, or other moist date variety

1/4 c. brown sesame seeds

1/2 c. dried unsweetened coconut flakes

1/2 t. ground cardamom

Directions

Remove pits from dates, and place them in food processor bowl.

Heat a dry skillet over medium flame, and add sesame seeds once hot. Cook for two minutes, stirring often until seeds are lightly toasted and aromatic. Add toasted sesame seeds, 1/4 c. of coconut flakes and cardamom in with the dates. Run food processor until ingredients are well mixed*, and one solid ball of date dough has formed.

Place remaining coconut on a small plate. Take 1 T. of dough and use your hands to shape it into a ball. Roll each ball in coconut flakes until lightly coated, then place on serving plate. Repeat with remaining dough.

Serve immediately, or store in a tightly-sealed container in the refrigerator.



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ONE BOWL VEGAN CUPCAKES

Recipe + Image from [Minimalist Baker](#)

Fluffy, sweet, and loaded with vegan buttercream and sprinkles.

Ingredients

1 cup non-dairy milk + 1 tsp apple cider vinegar
1/2 cup (1 stick) vegan butter (such as Earth Balance), softened
scant 1 cup granulated sugar
1 tsp pure vanilla extract
1 1/2 cups unbleached all-purpose flour
1 1/2 tsp baking powder
1/2 tsp baking soda
1/4 tsp salt
1/3 cup rainbow sprinkles* + more for topping

Ingredients

1/2 cup (1 stick) vegan butter, softened
2 1/2 - 3 cups powdered sugar
1/4 tsp vanilla extract
Splash non-dairy milk

Directions

Preheat oven to 350 degrees F and line a standard muffin holder with 12 paper liners.

In a liquid measuring cup, measure out non-dairy milk and add vinegar or lemon juice. Let set to curdle/activate.

Add softened butter to a large mixing bowl and cream with a mixer. Then add sugar and vanilla and beat until combined and fluffy - about 2 minutes.



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Add dry ingredients (omitting sprinkles) to a sifter in this order: 1 cup flour, baking soda, baking powder, salt, and then remaining 1/2 cup flour.

Sift over butter/sugar mixture alternating with the almond milk mixture. Blend until well incorporated and no large lumps remain.

Add sprinkles and gently fold/stir with a rubber spatula or mixing spoon.

Divide evenly among cupcake holders making sure NOT to overfill. These do best at 3/4 of the way up.

Bake on a center rack at 350 for 20-24 minutes, or until a toothpick inserted into the center comes out clean. They will only have a very, very slight golden brown color.

Let cool completely on a cooling rack. In the meantime, prepare frosting.

Wipe clean your mixing bowl and add softened butter. Beat until light and fluffy. Then add vanilla and mix once more.

Add powdered sugar 1/2 cup at a time and continue mixing until thick and creamy. Drizzle in a little non-dairy milk to thin. You want this frosting to be very thick so it will hold its shape once on the cupcakes.

Once cooled, frost cupcakes and top with sprinkles. Serve immediately. Store leftovers covered at room temperature or refrigerated.

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MINTY GREEN SHAMROCK SHAKE SMOOTHIE

Recipe + Image from [Love & Lemons](#)

Ingredients

- 1 frozen banana
- handful of fresh baby spinach, about 1 cup packed
- ¼ cup fresh mint, about 10 leaves
- 2 tablespoons almond butter
- 2 ice cubes
- ¼ teaspoon good vanilla extract
- ¾ cup Almond Breeze Almondmilk
Cashewmilk Original Unsweetened

Instructions

- 1 In a blender, combine the banana, spinach, mint leaves, almond butter, ice, vanilla and Almondmilk Cashewmilk. Blend until smooth. Add more almond milk as needed for desired consistency.
- 2 Pour into a glass and serve.



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