



**Left Page Cuts:**

Cut 1/2 inch off the left side of the page.

Cut 1/2 inch off the bottom of the page.

Cut 4 1/2 inch off the right side of the page.

Punch three holes on the right side for your planner binder.

\*\*This should result in a 1/4 inch border on the left and a 3/4 inch border on the right.

**Right Page Cuts:**

Cut 1/2 inch off the bottom of the page.

Cut 5 inches off the right side of the page.

Punch three holes on the left side for your planner binder.

\*\*This should result in a 3/4 inch border on the left and a 1/4 inch border on the right.

\*\*Courtesy of Diana Reed