

PLAN TIME

DAILY

- Plan for the day - review calendar
- Look at priorities & make to do list
- **Act** – focus on one task at a time
- Note peak time & use it well
- Tend to focus
- Include incoming tasks in system
- Manage energy with regular routine
- Examine progress - review & repeat

DO IT

- Set the pace
- Take breaks in a rhythm
- Actively motivate
- Regroup and recharge
- Take time to review and plan
- Find feedback
- Observe outcomes
- Concentrate
- Use routine
- Stop distractions

WEEKLY

- Remember recurring tasks
 - Examine priorities →
 - View schedule and tasks
 - Important work #1
 - Enter updates
 - What's next?
- GREAT priorities
- Give **BIG impact**
 - Requirements that are *urgent*
 - Extend **HIGH engagement**
 - Are *important*
 - Target good *Return on Investment*

MONTHLY

- Prepare needed information & tools
 - Realign priorities
 - Outline a plan
 - Check systems
 - Explore options
 - Select next projects →
 - Schedule steps
- Meaningful outcomes
- Relevant
 - Advance progress
 - Meet needs
 - Produce desired results
 - Significant

YEARLY

- Annual Review
- +Look for GEMS
- Goals achieved
- Experiences
- Milestones
- Set goals for next year → see Annual Review
- Time LOST
- Lessons learned
- Obstacles & challenges
- Solutions
- Time wasted
- Goals that WORK
- Why? - desired outcomes
- Objectives - WHAT is the *right* direction?
- Reveal meaningful measures
- Key results – HOW to get there?

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REVIEW

What was accomplished? ◀ || ▶ Plan what's next

DAILY

- ◀ Review day
- Examine tasks accomplished
- Action on Most Important Tasks
- Complete daily habits & routine
- Take time for self-care & others
- Start steps toward goals
- ▶ Plan for next day
- Prepare information or tools needed
- Review task system & weekly plan
- Enter updates
- Set a few MITs to do tomorrow
- Schedule next steps in calendar

WEEKLY

- ◀ Review week
- Explore obstacles & solutions
- View schedule & tasks
- Include VIP AIMS → Active
- Evaluate measures Inspiring
- Write down results Meaningful Solutions
- ▶ Plan for next week
- Prepare weekly plan
- Read mission statement
- Explore options for free time
- Schedule next steps
- Set reminders

MONTHLY

- ◀ Review results of weekly reviews
- Reserve time for a review
- Update system
- Note progress & celebrate
- ▶ Plan for next month
- Look at monthly repeating tasks
- Observe upcoming annual tasks
- Target top priority objectives
- Select next projects

YEARLY

- ◀ Review results of monthly reviews
- Examine effectiveness
- View routine
- Implement improvements
- Evaluate mission statement
- Workspace & system
- ▶ Plan for next year
- Plan new goals → **AIMS**
- Look for top priorities
- Add small steps toward goals
- Note measures
- Set objectives & key results

TASK SYSTEM

- Set up calendar
- Your work, your way
- Start with to-do today list
- Then add more lists
- Essential goals and projects
- Make lists of repeating tasks
- SCHEDULE IT**
- Add to calendar in system
- Start with regular tasks & appointments
- Open space for the unknown
- Add action steps and update lists
- Reserve prime time for important work

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