TO DO TODAY		WEEKLY PLAN	REPEATING TASKS	SELF CARE	
DAM CRAP • Deadlines • Appointments • Meetings • Crises • Required tasks • Agenda items • Problems	Significant-BIG IMPACT • Bold change • Impressive influence • Great movement Interesting-ENGAGING • Harness strengths • Involve imagination • Grow & develop • Has intrinsic rewards	MONDAY • • • TUESDAY •	DAILY • • • WEEKLY •	BODY • eat healthy food • exercise • dance, walk, yoga • sleep, rest • breathe deeply • drink plenty of water • hot shower or bath	SOUL • pray, meditate • journal • express gratitude • light a candle • play music • sing • time in nature, garden
• • • • • • •		• • WEDNESDAY • • • • THURSDAY	• MONTHLY • • • YEARLY	MIND • read • growth mindset • positive self-talk • watch a TED talk • simplify • review goals • make a vision board	HEART • notice emotions • time w/loved ones • try a hobby • interact with others • volunteer • acts of kindness • pet cuddles
OTHER LISTS		•	•	4 Ps of POSITIVE SHIFT	
TO DO NEXT • • • •	OPEN LOOPS	FRIDAY	AS NEEDED (gas, bank, haircut, etc.) • •	POWER UP • Gratitude • Uplift • Exercise Music & media + Add self-care Random Acts of Kindness	PAUSE • Breathe • Notice • Meditate Mindful reflection Actively look & listen Pause: Stop-Observe-Shift Suspend judgment
TO DO SOMEDAY	SHOPPING • • • • •	SATURDAY • • SUNDAY • •	• • • • •	PURPOSE • Spirituality • Inspire flow • Aspire to goals Aim for specific objectives Increase motivation Make good habits easy Spend time in nature & prayer	PEOPLE • Share • Relate • Emotions Communicate & converse Act authentically with love Reach out to others Expand emotional intelligence

Values • Strengths • Talents • Skills

## CORE VALUES

- •
- •
- •

## PERSONAL QUALITIES

- •
- •
- •

# PERSONAL VALUES

- •
- •
- •

## STRENGTHS: developed abilities

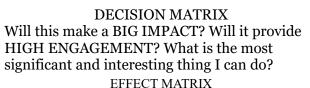
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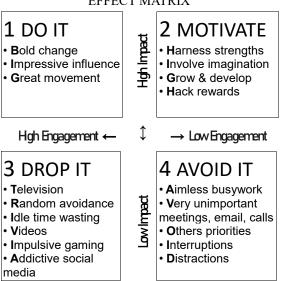
# TALENTS: natural abilities

- •
- •
- •

## SKILLS: learned abilities

- •
- •
- •





Will this contribute to VIP AIMS – Very Important Pursuits that are Active, Inspiring, and Meaningful? Seek outcomes that are:

- Relevant
- Advance progress
- Meet needs
- Produce desired results
- Significant

A yes to one thing is a no to other things.

## Say YES to:

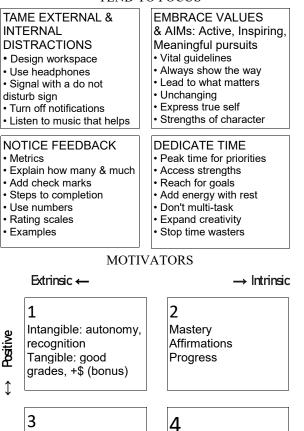
• Your top priorities based on values, practices that contribute to happiness and well-being.

• Exciting opportunities that offer BIG impact and HIGH engagement.

• **S**upport activities for goals that AIM for a vision. PASS what doesn't fit your:

- Priorities, abilities, strengths, or schedule
- Activities that provide low or no returns, that
- Sap energy, suck up too much time, or are...
- Simply stupid time wasters and distractions
- PURPOSE (why):
- MISSION (what):
- VISION (where):
- VALUE STATEMENT:

## TEND TO FOCUS



Self-criticism

Fixed mindset

Learned helplessness

Intangible: negative

Tangible: bad grades,

feedback

- \$ (swear jar)

Negative

# COMBAT PROCRASTINATION PLAN

- Make change easy
- Stack the deck with benefits
- Have a plan B
- Track it
- Set SMART goals
- Create competition

## MOTIVATE

- Use incentives and rewards
- Make failure painful
- Add accountability
- Add sweet to bitter
- Use negative pairing
- Make progress visual
- Choose a growth mindset
- Get inspired
- Find meaning

#### GET GOING

- Use reminders
- Run a "dash"
- Find flow
- Clear thoughts

#### **KEEP GOING**

- Set the pace
- Take breaks as needed
- Apply grit
- Regain energy
- Take time to review & plan

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#### **TRIGGERS & SOLUTIONS**

11000210					
WHEN A TASK IS →	YOU MAY FEEL				
• difficult	• overwhelmed				
• frustrating	• defeated				
• unclear	• anxious				
• boring	• unmotivated				
SEEK SOLUTIONS⊸ • simplicity • focus • clarity • meaning	SEEK COURAGE • challenge assumptions • emulate your heroes • choose grit • follow your values				
SEEK SOLUTIONS Expect & notice avoidance • Resist urges • Do 1 action					
SEEK SIMPLICITY	SEEK FOCUS				
• break it down	• allow time				
• learn more about it	• eliminate distractions				
• ask for help	• tackle with energy				
• start small	• adjust expectations				
SEEK CLARITY	SEEK MEANING				
• obtain information	• focus on results				
• get more specific	• add novelty				
• ask questions	• create incentives				
• make a plan	• turn into a game				

PLAN		SET GOALS	REVIEW	
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 well  MONTHLY	WEEKLY • Review progress → • Explore options • View schedule and tasks • Important work #1 • Examine priorities → • What's next? YEARLY	Set objectives & key results Goals that WORK • Written & address WHY? - desired outcomes • Objectives - WHAT is the <i>right</i> direction? • Reveal meaningful measures • Key results - HOW to get there? SMART: Specific, Measurable, Attainable, Relevant, Time bound PERSONAL GOALS I. MIND: LKR1: LKR2: II. BODY: LKR1: LKR2: II. HEART: LKR2: II. HEART: LKR2: IV. SOUL: LKR1: LKR2 PURPOSE GOALS - AIM for VIP central vision I. Objective: LKR1: LKR2: II. Objective: LKR2: II. Objective: LKR2: LKR2: LKR2: II. Objective: LKR2: LKR2:	<ul> <li>Review day</li> <li>Examine tasks completed</li> <li>Action on Most Important Tasks</li> <li>Completed daily habits &amp; routine</li> <li>Time for self-care &amp; others</li> <li>Steps toward goals</li> </ul>	<ul> <li>Plan for next day</li> <li>Prepare information or tools needed</li> <li>Review task system &amp; weekly plan</li> <li>Enter updates</li> <li>Set a few important tasks to do tomorrow</li> <li>Schedule next steps</li> </ul>
<ul> <li>Prepare needed information &amp; tools</li> <li>Realign priorities</li> <li>Outline a plan</li> <li>Check systems</li> <li>Enter updates</li> <li>Select next projects</li> <li>Schedule steps</li> </ul>	<ul> <li>Annual Review +Look for GEMS</li> <li>Goals achieved</li> <li>Experiences</li> <li>Milestones</li> <li>Solutions</li> </ul>		<ul> <li>Review week</li> <li>Explore obstacles &amp; solutions</li> <li>View schedule and tasks</li> <li>Include VIP AIMS</li> <li>Examine measures</li> <li>Write down results</li> </ul>	<ul> <li>Plan for next week</li> <li>Prepare weekly plan</li> <li>Read mission statement</li> <li>Explore options for free time</li> <li>Schedule next steps</li> <li>Set reminders</li> </ul>
PRIC GREAT priorities • Give BIG impact • Requirements that are urgent • Extend HIGH engagement • Are important • Target good Return on Investment	DRITIES MEANINGFUL OUTCOMES • Relevant • Advance progress • Meet needs • Produce desired results • Significant		Review month     Examine weekly reviews     View progress on priorities     Identify impact     Extend engagement     When, where, & how progress occurred      Review year     Examine monthly reviews	<ul> <li>Plan for next month</li> <li>Look at monthly repeating tasks</li> <li>Observe upcoming annual tasks</li> <li>Target top priorities</li> <li>Select next projects</li> <li>Plan for next year</li> <li>Purpose Planning</li> </ul>
SUCCESSFUL SOLUTIONS • Solve issues • Understandable • Complete • Commit to measures • Elegant • Smart • Simple	SCHEDULE IT Add to calendar in system • Start with regular tasks & appointments • Open space for unknown • Add action steps and update lists • Reserve prime time for important work		<ul> <li>View routine</li> <li>Improvements to implement</li> <li>Evaluate productivity levels</li> <li>Workspace &amp; system</li> </ul>	<ul> <li>Purpose Planning</li> <li>Look at mission, vision, and values</li> <li>L Assess VIP AIMS that are Active, Inspiring, Meaningful</li> <li>Note changes to system</li> <li>Set new goals</li> </ul>