

TO DO TODAY

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 ↴

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OTHER LISTS

TO DO NEXT

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OPEN LOOPS

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TO DO SOMEDAY

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SHOPPING

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WEEKLY PLAN

MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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REPEATING TASKS

DAILY

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WEEKLY

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MONTHLY

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YEARLY

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AS NEEDED

(gas, bank, haircut, etc.)

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SELF CARE

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

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

4 Ps of POSITIVE SHIFT

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

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

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PERSONAL QUALITIES

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PERSONAL VALUES

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STRENGTHS: developed abilities

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TALENTS: natural abilities

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SKILLS: learned abilities

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DECISION MATRIX

Will this make a BIG IMPACT? Will it provide HIGH ENGAGEMENT? What is the most significant and interesting thing I can do?

EFFECT MATRIX



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

- **R**elevant
- **A**dvance progress
- **M**eeet needs
- **P**roduce desired results
- **S**ignificant

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

Say YES to:

- **Y**our top priorities based on values, practices that contribute to happiness and well-being.
 - **E**xciting opportunities that offer BIG impact and HIGH engagement.
 - **S**upport activities for goals that AIM for a vision.
- PASS what doesn't fit your:
- **P**riorities, abilities, strengths, or schedule
 - **A**ctivities that provide low or no returns, that
 - **S**ap energy, suck up too much time, or are...
 - **S**imply stupid time wasters and distractions

• **PURPOSE** (why):

• **MISSION** (what):

• **VISION** (where):

• **VALUE STATEMENT**:

TEND TO FOCUS

TAME EXTERNAL & INTERNAL DISTRACTIONS

- Design workspace
- Use headphones
- Signal with a do not disturb sign
- Turn off notifications
- Listen to music that helps

EMBRACE VALUES & AIMS: Active, Inspiring, Meaningful pursuits

- Vital guidelines
- Always show the way
- Lead to what matters
- Unchanging
- Express true self
- Strengths of character

NOTICE FEEDBACK

- Metrics
- Explain how many & much
- Add check marks
- Steps to completion
- Use numbers
- Rating scales
- Examples

DEDICATE TIME

- Peak time for priorities
- Access strengths
- Reach for goals
- Add energy with rest
- Don't multi-task
- Expand creativity
- Stop time wasters

MOTIVATORS

Extrinsic ←

→ Intrinsic

1
Intangible: autonomy, recognition
Tangible: good grades, +\$ (bonus)

2
Mastery
Affirmations
Progress

3
Intangible: negative feedback
Tangible: bad grades, - \$ (swear jar)

4
Self-criticism
Learned helplessness
Fixed mindset

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

WHEN A TASK IS →

- difficult
- frustrating
- unclear
- boring

YOU MAY FEEL

- overwhelmed
- defeated
- anxious
- 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

- break it down
- learn more about it
- ask for help
- start small

SEEK FOCUS

- allow time
- eliminate distractions
- tackle with energy
- adjust expectations

SEEK CLARITY

- obtain information
- get more specific
- ask questions
- make a plan

SEEK MEANING

- focus on results
- add novelty
- create incentives
- turn into a game

PLAN

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

WEEKLY

- Review progress →
- Explore options
- View schedule and tasks
- Important work #1
- Examine priorities →
- What's next?

MONTHLY

- Prepare needed information & tools
- Realign priorities
- Outline a plan
- Check systems
- Enter updates
- Select next projects
- Schedule steps

YEARLY

- Annual Review
- +Look for GEMS
- Goals achieved
- Experiences
- Milestones
- Solutions

PRIORITIES

GREAT priorities

- Give **BIG impact**
- Requirements that are *urgent*
- Extend **HIGH engagement**
- Are *important*
- Target good *Return on Investment*

MEANINGFUL OUTCOMES

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

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

SET GOALS

Set objectives & key results

Goals that WORK

- **Written & address WHY?** - desired outcomes
 - **Objectives** - WHAT is the *right* direction?
 - **Reveal meaningful measures**
 - **Key results** - HOW to get there?
- SMART: Specific, Measurable, Attainable, Relevant, Time bound

PERSONAL GOALS

I. MIND:

↳ KR1:

↳ KR2:

II. BODY:

↳ KR1:

↳ KR2:

III. HEART:

↳ KR1:

↳ KR2:

IV. SOUL:

↳ KR1:

↳ KR2:

PURPOSE GOALS - AIM for VIP central vision

I. Objective:

↳ KR1:

↳ KR2:

II. Objective:

↳ KR1:

↳ KR2:

REVIEW

◀ **Review day**

- Examine tasks completed
- Action on Most Important Tasks
- Completed daily habits & routine
- Time for self-care & others
- Steps toward goals

▶ **Plan for next day**

- Prepare information or tools needed
- Review task system & weekly plan
- Enter updates
- Set a few important tasks to do tomorrow
- Schedule next steps

◀ **Review week**

- Explore obstacles & solutions
- View schedule and tasks
- Include VIP AIMS
- Examine measures
- Write down results

▶ **Plan for next week**

- Prepare weekly plan
- Read mission statement
- Explore options for free time
- Schedule next steps
- Set reminders

◀ **Review month**

- Examine weekly reviews
- View progress on priorities
- Identify impact
- Extend engagement
- When, where, & how progress occurred

▶ **Plan for next month**

- Look at monthly repeating tasks
- Observe upcoming annual tasks
- Target top priorities
- Select next projects

◀ **Review year**

- Examine monthly reviews
- View routine
- Improvements to implement
- Evaluate productivity levels
- Workspace & system

▶ **Plan for next year**

- Purpose Planning
- Look at mission, vision, and values
- ↳ Assess VIP AIMS that are Active, Inspiring, Meaningful
- Note changes to system
- Set new goals