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

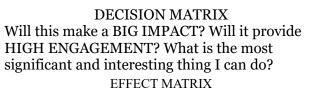
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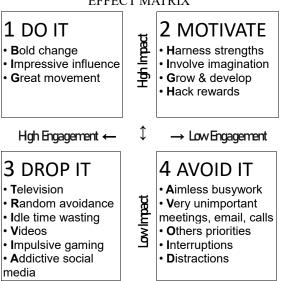
TALENTS: natural abilities

- •
- •
- •

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:

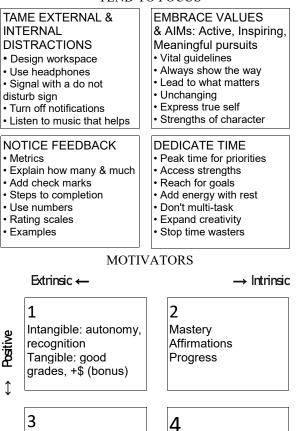
• Your top priorities based on values, practices that contribute to happiness and well-being.

• 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:	 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
 Prepare needed information & tools Realign priorities Outline a plan Check systems Enter updates Select next projects Schedule steps 	 Annual Review +Look for GEMS Goals achieved Experiences Milestones Solutions 		 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
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	 Plan for next month Look at monthly repeating tasks Observe upcoming annual tasks Target top priorities Select next projects Plan for next year Purpose Planning
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		 View routine Improvements to implement Evaluate productivity levels Workspace & system 	 Purpose Planning Look at mission, vision, and values L Assess VIP AIMS that are Active, Inspiring, Meaningful Note changes to system Set new goals