7 Steps To Planning Your Week Effectively

Step 1 - Brain Dump

- Write down everything that needs to get done this week.
- It will clear your head.
- Now you can see what might need to be done.
- Just because it's here on the list doesn't mean you have to do it.

Step 2 - Look Back

- Look at your Rocks for this quarter.
- Make sure you're not getting distracted by "Shiny Things".
- If there are things in your brain dump that are not related to your goals consider crossing them off entirely.
- Saying "no" is saying "yes" to your dreams.
- If you need any inspiration re-read your business plan.

Step 3 - Delegate

- Get others to help you.
- How many tasks can you give to your team, friends or family members?

Step 4 - Prioritise

- Write out the 3 most important objectives for the week that will make the biggest impact on achieving your Rocks for the quarter.

Step 5 - Focus

- Everyone has too much to do. You can't do it all.
- Circle the "game changer" for this week. The one thing that advances you the most toward your goals.

Step 6 - Check In

- You are 76% more likely to achieve a goal if you write it down and share it with people to hold you accountable.
- Announce your "game changer" to your support team.
- If you get nothing else done at least this will get done.

Step 7 - Savour The Success

- Organise your week around one thing to savour
- How will you enjoy life this week?
- Celebrate your success (otherwise what's the point of all this hard work?)

Copyright 2015 by Angela Jia Kim, Savor The Success LLC