

# 6 Steps To Planning Your Day

## *Step 1 – Brain Dump (to do)*

- First thing in the morning (over a coffee or tea) brain dump everything you have to do today.
- Refer to your weekly brain dump
- Look at your diary/scheduler
- Clear your emails - make them to dos if necessary (Zero inbox policy)
- Review your actual to do list
- Review anything not done from the last day or so
- Don't get overwhelmed. Only consider the jobs that absolutely have to be done today.

## *Step 2 – Three Weeds (unsavoury tasks)*

- Write down the three most important tasks for the day
- They are often the most difficult (like pulling weeds from the garden)
- Try to do the weeds first thing in the morning

## *Step 3 – Three Seeds (growth potential)*

- If you plant a seed it can grow. If you don't, nothing can grow in the future.
- Plant some seeds every day and watch the fruits of your labours emerge down the track.

## *Step 4 – Your Diary (allocate your time)*

- This is the most important step of all.
- Of the tasks you've decided to do today, allocate the time they will be done in your diary.
- Be honest about how long they will take.
- Be honest about how long you intend to work today.
- You might have to defer less important tasks to another day, delegate them, or delete them.
- If you can't get it all done when you plan it out, make sure you address the real issue
- This is the one that if you fudge it, will get you into trouble.

## *Step 5 – Savour The Success (honour yourself)*

- Do something for yourself (big or small) to honour the work you've done today

## *Step 6 – Express Gratitude*

- Note down anything you are grateful for throughout the day
- Gratitude is a habit
- Develop an attitude of gratitude