



Week 11 Planning your life



The biggest mistake you can make is to start the detailed day-to-day planning without first looking at big picture planning.

Have a look at this diagram.



Can you see how your goals stem from your life mission?

If your life mission is to help underprivileged children by teaching them, then are you doing things on a daily, weekly or monthly basis that tie into that mission?

On the other hand, if your goal is to be a better mom, then why are you volunteering on every church committee you can find and not spending time with your own kids?

See?

Grab your daily planner/ calendar and have a look at how you're spending your time.



Help! I need more time

How to plan your life

1. Discover your life mission

Work through the 3-page form at the end of this section.

2. Write down your goals

Write down your goals on the goals form at the end of this section. Your goals should all align with your life mission.

3. Plan monthly

- People don't plan to fail but they fail to plan.
- At the start of every month, look at your goals.
- Make sure you're doing something to get closer to at least one goal in each category every month.

E.g. if my goal is to grow my mailing list by 1000 subscribers, some of my action steps include blogging, writing articles, speaking, etc.

Every month, I need to make sure that I'm doing something considerable in each of those areas if I'm going to reach my goal.

4. Plan weekly

- Choose a good time to do your weekly planning. Sunday evenings work perfectly for me.
- Look at your goals and write down some action steps for the week.
- Enter all your commitments in your planner. You do have a planner, don't you?
- Based on your schedule, spread out your key tasks over the week. Weekly planning takes the pressure off you so that you don't feel like a failure if you don't accomplish everything on a particular day.

5. Plan daily

- Take 10 minutes at the end of every day to write down your A and B tasks for the following day.
- Once those "frogs" are on your list, then only add some other items.
- Make sure that you have some "want to's" as well as "have to's" on your list.
- Remember without a plan, you tend to focus on those low-value C & D tasks.

If you give me 1 hour to save the world, I'll spend 55 minutes planning and 5 minutes doing.
Albert Einstein



Mission worksheet

Instructions for use:

1. Work through this worksheet carefully, thinking about the questions.
2. Don't rush through it - take your time.
3. Try to see a trend emerging in the answers before you construct your mission statement.

1. What personal qualities do you admire most about yourself?

2. Make a list of your strengths, interests and gifts.

3. Describe 3 things that are unique about you.



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4. Write down the 3 things that you feel most enthusiastic about.

5. What qualities in other people (some of your role models) do you hold in high esteem?

6. Write down the regrets that you would feel the most concern about, if you do have them in your future.

7. If you could achieve anything you wanted and knew you could not fail, how would you spend your time?



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Read through your answers to the 7 questions above and look for similarities and patterns.

They are there for a good reason - to guide you to your unique contribution.

You are now going to draft your own mission/ purpose statement. This is a guideline for your life.

It should be

1. Short - keep it down to four or five words, or at the very most, one sentence.
2. Use words or terms that are meaningful to you and more importantly, excite and inspire you.

My personal mission statement

A large speech bubble graphic with a tail pointing towards the bottom left. Inside the bubble, there are five horizontal lines for writing.

Now, try to incorporate this into your daily life. If your mission is to encourage older people, then volunteer at an old aged home for an hour or two every month.

You'll become so fulfilled as you start **living your purpose!**

Enjoy the journey...



My goals for _____

1	
2	
3	
4	
5	
6	
7	



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Monthly planning form

Month _____

Goals/ intentions for the month

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



Spending record

Date	Details of expenditure	Amount

Important dates to remember



Monthly planner

Month: _____

No.	What do I need to do?	Life category	✓
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			



Weekly Planning Form

Week starting: _____

Questions to ask as I plan...

1. What is the **most important** use of my time?
2. What will bring me closer to my **goals**?
3. What are my **high-value** activities?

Instructions

- Write down all your goals for the week.
- Mark off which day of the week you want to do them. Make sure that one day is not too busy but that your tasks are spread out throughout the week.
- If you achieve nothing else this week, which 3 things must get done?
- Circle those 3 items and start with them first.

No.	Goal	M	T	W	T	F	S
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							



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Daily planner

Daily schedule		No.	Errands	Done?
8.00		1		
8.30		2		
9.00		3		
9.30		4		
10.00		5		
10.30		No.	To phone	Done?
11.00		1		
11.30		2		
12.00		3		
12.30		4		
13.00		5		
13.30		No.	To email	Done?
14.00		1		
14.30		2		
15.00		3		
15.30		4		
16.00		5		
16.30		No.	Computer work	Done?
17.00		1		
17.30		2		
18.00		3		
Evening		4		
		5		
		No.	Other	Done?
		1		
		2		
		3		