



## Improving Daily Planning Time

**Invest 11 to 20 minutes each day in planning the best use of your time**

### First reflect on your Values, Roles and Goals...

- Start by reviewing your objectives and goals then list the appropriate Next Action as you think of them.
- What incomplete projects would give the highest return on investment for me?
- What incomplete projects, if not completed soon, will cause the greatest upheaval for me and my company?
- Which of my longer range aspirations would it be valuable to work on today?
- What goals do I need to focus on and what next actions do I need to take in order to fully express my personal values?
- Which projects would my boss or partner consider the most important to work on today?
- Which unassigned actions from previous action lists would it be important to work on today?
- What haven't I considered before that would yield significant long term results?

### Next review your schedule and your inboxes...

- Review all scheduled events and appointments and plan for each to be successful
- Review your prior days work record for incomplete activities and list the appropriate Next Action.
- Review your prior days To Do List for incomplete activities and list the appropriate Next Action
- Look ahead over the next week or month for preparatory activities and list the appropriate Next Action
- Review all "Inboxes" and list appropriate Next Actions.

### Then Prioritise with Pareto...

- Prioritise the above list of Next Actions by importance; find the top 20% the Big Rocks or Pareto items, then the 60% Day Job items. With each of these consider their urgency.
- Schedule the appropriate time for each activity especially the "A's"

### Finally Protect the plan...

- Protect about 20% of your time each day to handle any important crisis.
- Think of ways to prevent interruptions ahead of your scheduled A activities.

