





🖓 I am the world's laziest person!

Productivity & Planning helps you do more while working less.

✓ I am very interested in living a life and running a business that is as free of stress, drama and overwhelm as possible!

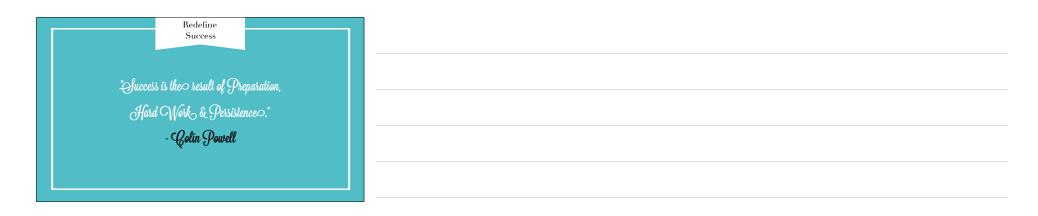
Today, I want to inspire more of you to live a Charmed Life that is focused on achieving your own goals and not just helping other people achieve theirs!







Redefine -Success!	



Preparation, Hard Nork & Persistence~!
Preparation = Goal Setting
D'ing what you want and how to get there.
♥ Hard Word = Establishing Systems
© Functional planning and time management.
Persistence = Routine Building
🗇 Making excellence a habit in your life.



Goal setting is the first step in turning the invisible into the visible. Tony Robbins

Goal Setting

♥ You can't achieve success unless you know what it looks like

To Goal setting is the process of deciding what you want to accomplish and creating a plan to get there.

I do this annually, and usually check on my progress at the mid year mark- but you can really start anytime!

Identify Your, Priorities

Things in your life that are more important, and deserving of focus or attention.

💎 3-5 Priorities

Rank them 1-5 in order of importance

You should be able to acknowledge why each is a priority and why it is so important to you.

Set Your Goals

Tooals are things you want to achieve, experience or become

 \bigcirc Should be in line with your priorities

 \bigcirc 1-3 goals per priority

This process can and should take you time to get clarity because your goals aren't simple things

Spend time in introspection, journaling or talking to close friends or family to get clear on your goals

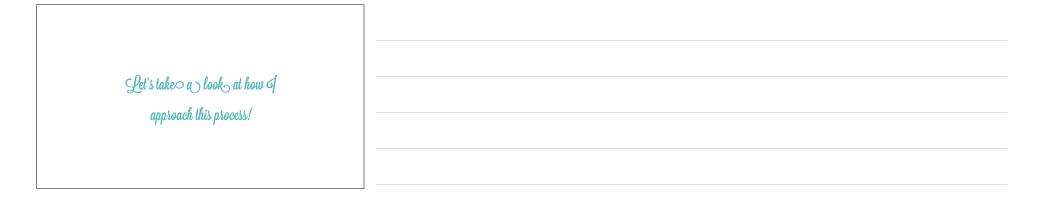
Shart & Shretch Goals Stretch Coals Stretch Coals that push the limits of what is normally considered possible or a reasonable plan, knowing you can't see the rest of the staircase and you may need to adjust course as you go

Determine Jour, Projects Reverse engineer projects to help you bring your goals to fruition. Ask yourself what you are trying to achieve and how you may be able to get there. Research your goal, find someone who has done it or ask others for input. Brainstorm several strategies if necessary and start with the most complete idea or the path of least resistance.

Map Out Your, Projects Outline your projects on a master goal tracker Term Goals Term Goals 🖓 Short (Days to Weeks), Mid (Weeks to Months), Long (Months to years) Ulist out major tasks or milestones for tracking 𝒱 Keep this map with your planner & consult it!

How Many Projects Should I Have?
\bigcirc This is really a matter of how much you are trying to achieve in a year.
\bigcirc My Rule of Thumb is not to have more than 3 Projects for each time frame.
<i>Short Term:</i> 3 <i>x</i> 12 = 36
<i>₩ Mid Term: 3 x 4 = 12</i>
\bigcirc Long Term: 3 x 2 = 6
\bigcirc Total of 54 Projects for a year! I do ${\sim}25{\text{-}}30$

3. 5. & 10 Yes, Plans? As much as possible Lavoid planning too far in advance: it's hard enough to plan for one year, let alone 5 or 10. What happene if year with the far charge? What happene if year with the far to poer Yes what if you dur't you dur't you dur't you for the far charge if year? What happene if year year with the first year specifies that's great? You should be composed for the far years? What happene if year year with happene if year year with happene if year year year had's great? You should be composed for the far years? What happene if year year had is first far far far avory dur't gene far year of and gene if year year year had is great? Why begreat problem with happer term planning if that things that first far far far avory dur't gene gene if year year year had and year? Why begreat problem year is hand that year if year gene if year year had and that. When Gene This Workbook genes into anomaging longer term. Ific planning if year if year gene is not about that.





∮f you`re⊙ too busy to build good	
<mark>systems, t<u>hen you`ll always be</u>r to busy).</mark> Brian Logue	

Systems

♥ What are systems?

A procedure, process, method or course of action designed to achieve a specific result.

The Any process you take on a regular basis

Planning Systems are integral to the notion of success.

How to Systematize Almost Anything!

The Anything you do repeatedly should be systematized.

♥ Make sure the system is still relevant!

Record the process for how it is done (like you are training someone else to do it).

Review & Optimize the process

Establish parameters for how the system and individual actions are triggered

Planning Systems

Functional Planning is a method of planning that prioritizes action towards desired goals.

It dictates a system that starts at a high level view and works its way down to the specific actions of your daily life.

It systematizes how you schedule events, track tasks and plan daily or individual actions.

Step 1: Project Planning

🖗 Functional Planning begins with Project Planning

 \bigcirc Priorities > Goals > Projects > Project Planning

♥ Start by defining the desired outcome, time frame/due date for a specific project.

Research the project to understand action steps

Break down the project into specific actions that are also time sensitive and assigned to a specific day; week or month.

Step 2: Monthly Review

$\bar{\rangle}$ The next part of the functional planning process on the monthly level.

© Create a monthly calendar of events that lists important reoccurring events, holidays, special dates and important appointments.

 \bigcirc Create a monthly master task list for all tasks that belong to the month

 \bigcirc Review the previous months tasks and ensure completed items are checked off project plans to avoid confusion on next actions

Transfer open actions from project plans to the monthly task list they belong to & transfer incomplete items from previous months as well.

VAllocate time to projects by week on the monthly calendar

Step 3: Weekly Review

The Weekly Review

The next part of the functional planning process taken on a weekly basis (choose a consistent day)

Review allocated project tasks and monthly task list to establish your weekly Top 5 priority projects

Widentify and allocate time for scheduled events

Review and allocate time in your schedule for Routines

Step 4: Daily Planning

💎 Daily Planning

The night before or morning of, identify the Top 3 actions you need to prioritize for completion

Tist out additional to-do items to execute

 \bigcirc Review schedule for changes

TReview and execute daily Routines



Power Hour

\bigcirc Occasionally, we find our to-lists littered with little tasks we have been putting off or ignoring.

If these tasks are no longer relevant, they need to be crossed out as such, but if they still need to get done but you can't seem to find the time during the workday to prioritize them, try a power hour!

Set aside one hour a week to dedicate to these stragglers.

Set a timer for one hour and get as many items completed as possible.

This technique is also great for jumpstarting productivity on a project you are afraid to start!

Planning for White Space	
White Space is free time you block out to cushion your schedule	
V Prevents overwhelm	
© Encourages balance	
" You know you lack white space if you are constantly running late, putting out "fires" at work and at home, and feel like you never get ahead!	
How to add white space into your life	
Say NO to obligations that don't serve your priorities	
Overestimate the amount of time it takes for you to complete tasks, meetings or errands	
🗇 Delegate or delete unimportant tasks from your to-do list	

Managing Other, Peoples's Priorities

⁷You will always get tasks that pop-up from other people.

Just because someone asks you to do something, does not mean you are obligated or required to do it

Certain people are priorities for you and the tasks they give you may belong to you, even if its unexpected

This is why it's important to build white space into your day

If the task belongs to you OR you want to help, you can add it to your to do list, but make sure you are clear on the time frame, expectations AND that you make the other person aware of potential conflicts

White Space and Good Communication can prevent stress and overwhelm!

Other, Tasks

⑦ Not all tasks belong to a project plan, so where do they go?

If they have a due date, make sure to mark them down on the day they are due. When you review your week, you should prioritize its completion by the due date.

If they do not have a due date but they need to be done in a timely manner, put them on your current Monthly Master Task list, or if you intend to complete them immediately do it or add them to your daily list.

⑦ If they have no due date and aren't immediately actionable, put them onto a "Someday/Maybe List" and check this list as part of your Monthly Review







Routines Building

 \bigtriangledown To persist in excellence, we must establish routines that support our goals.

Anytime we are forced to make a choice we loose a little bit of mental energy, but when we exchange choice for regular routine, we pick up time and save energy.

Certain routines create a habitual practice of excellence, but others can be created to help us control our habits and practice time management.

	How you spend your mornings can set you up for success or failure! Create a morning routine that includes the following:
failure! (ou spend your mornings can set you up for success or Create a morning routine that includes the following:
	Wake early Spend time in meditation/prayer/visualization and gratitude
	Make your bed
	Eat breakfast
	Tengage in physical activity

A productive evening routine can help you decompress, process your day and set you up for success the next morning. Include the following in your evening routine: Prep meals Lay out clothing
🗇 Lay ou cioning 🗇 Journal or review your day
♡ Read ♡ Turn off screens at least 30 minutes before bed
The set of

Morkday Routine \bigcirc Depending on the type of work you do, it may be possible for you to turn parts of your day into a routine. Here are some tips for how to achieve this. Get to work on-time \heartsuit Batch work you frequently do for specific intervals throughout the day or week Set a time to check and respond to emails and voice mails \heartsuit Theme your workdays or use a block schedule to focus on specific tasks or regular projects Establish an end of workday routine that includes cleaning up your workspace, organizing any in-progress tasks for the next day, and making a to do list for the next day: Leave work on time!

Self Cares Routines

 \odot Taking care of your mental, physical and emotional well being should be a priority in your life to prevent the negative affects of stress and burnout.

Depending on how quickly your body gets depleted of energy, you should spend time on a regular basis relaxing and recharging. Try these suggestions:

Make sure you get enough sleep each night

 \bigcirc Eat at least 3 balanced meals a day and keep hydrated

🖤 Practice good hygiene

 \bigcirc Engage in stress reducing activities like reading, meditation, and exercise regularly

© Set aside time each week for your hobbies





Tips

Getting Started © Get your priorities, goals and project plans in order with the class materials and downloads © Use the functional planning method to keep on top of your tasks in your planner Start introducing new routines into your life one at a time. Don't go too fast, it can be overwhelming, start with one routine a month, make it stick and then add the next routine.



Reward Yourself

Rewards are great motivators for habit changes!

Set yourself a reward for completing projects, sticking to habits, and of course, reaching your goals!

At the very-least, understand that these changes bear rewards of their own. When you lay out your clothes the night before and have your lunch packed, you can reward yourself with an extra 15 minutes of sleep because you have given yourself that extra time.

© Of course, once you have implemented a few of these positive habits and routines, you will have more than just an extra 15 minutes in your day: Little wins add up to big changes very quickly!

Ber Proactiver vs Reactiver

🖓 Get into the habit of being proactive!

A proactive person lays out their clothing the night before, cleans up after themselves, meal plans, does food prep for the week ahead, anticipates their needs and the needs of others they are responsible for!

A reactive person is always behind, waits until things are due or late before getting started, only seems to get done the bare minimum, and falls into bad habits because they are to exhausted to take care of themselves.

Ber Realistic & Haver Gracer

You may be excited to get started, but just remember not to get overzealous with your expectations and take on too much too soon!

 \odot Also need to acknowledge that just because you implement these strategies does NOT mean you will never have a conflict, arrive late or miss a deadline

Life Happens!

There will ALWAYS be times when you will need to work late to finish a project, skip part of your self care routine to attend an event or completely forget to do the laundry- DONT PANIC!

♥ You may also be in a season of your life or come to a season in your life where overwhelm is UNAVOIDABLE so have grace with yourself, understand that it's just a phase, and the more strategic you can be about using your time the quicker you can make your way out of it!







Q&A	