

Sea Change Inc.

Guide for Planning Your Week

This process will transform your life if you are willing to try it for 30 days: Take one hour weekly – at the beginning of the week prior to going to the office, in an uninterrupted, calm setting. I like to do it at 5:30 am on Monday morning. You can do this process by buying Franklin Covey supplies or by printing out your Outlook pages. You will need a “compass card” and bookmark from Covey. And if printing Outlook, print out 7 Daily pages for each day of the week plus the week at a glance page –labeled in Outlook as “Work Week” – this view gives you the perspective you need to think through the whole week. It shows where your time is free and where it is committed. See website or go to one of their stores. www.franklincovey.com

Prework: Designing Your Roles

First Look at the Hats You Wear

Design a template for the 5-7 hats you wear professionally and personally. Review these roles each week and set goals in each one. This method is outlined in First Things First by Stephen Covey. Templates are provided in that book and you can also purchase them in the Franklin Covey stores.

EXAMPLES:

PERSONAL:

SELF CARE:

Mental, Spiritual, Physical, Social/Emotional

HUSBAND

FATHER

PROFESSIONAL:

BUSINESS OWNER/ENTREPRENEUR

MANAGER/LEADER

PATIENT CARE

ADMINISTRATION

FINANCE/BUDGETS

One Hour Weekly Process

Step One: Design Your Week

1. Review your roles, filling in goals for each role.

Fill in your Roles on the Compass Card and set goals in each role. By examining each of the “hats” you wear both personally and professionally you are thinking

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through all your responsibilities and managing your life for balance and accountability.

2. Print out the Work Week from Outlook.

Look at the appointments and commitments you have this week and ask yourself what preparation, tasks or other goals are needed? Go back to your Roles Form and add these to the list.

3. Time Scheduled.

Review your weekly schedule and your roles/goals. Ask yourself if you have blocked out the time to accomplish each item? Adjust your goals if necessary. Engage in the prioritization process to help decide what is most important.

4. Prioritize by Thinking.

What have I, or others promised will be complete?

What can I delegate?

Is there anything I can revoke, cancel or renegotiate?

What will enhance or diminish my reputation if done or not done?

What, if not done, will cause future schedule problems?

What people need my support this week?

What are my most important goals this week?

Do I have enough time with my family this week?

Do I have time scheduled for personal/well-being time (exercise, rest, prayer, social, etc.)

Step Two: Daily Planning

1. Print out daily pages from Outlook.

Now focus on Monday. Review your weekly calendar and roles/goals page. Decide what you will focus on this day. Highlight items as you complete them.

2. Spend 15 minutes planning your day each day.

First complete on the day before. Review and see what was accomplished or not. Course correct. Transfer items when needed. Plan today. Be careful not to over-plan and set yourself up for failure. Figure out how long each item takes and block out the time.

(Next Week this becomes Step One)

Completing Last Week

1. Complete goals from last week.

Review the goals you had. Which ones were completed? Which ones not accomplished? Acknowledge yourself for what got done. For those not done, ask yourself: Why not? Did I over-promise? Did I not make time to work on it? Were other things more important? Did new priorities emerge? In any case, forgive yourself. Make any needed correction in your planning and implementation habits.

2. Review daily pages.

Go through your daily pages looking for information that could be needed for this week, or promises not kept, phone calls not returned, phone numbers needed. With items not completed, either transfer to this week, another week, or don't do it at all.

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3. Review your long term goals.

If you have created a vision or mission statement, and have personal and career goals, and/or annual goals, spend a few moments reviewing them. Enjoy the process of envisioning these longer term goals and ask yourself if there is something you would like to do this week towards the accomplishment of it. For example: if you have designed how you want your marriage to be, then what could you do this week to make that a reality? If you have not experienced a vision and goal setting process, read or listen to audio of *The Seven Habits of Highly Effective People* or *First Things First*.

4. Remove last week's pages.

Take out last week's pages, staple and file them in a drawer labeled "calendar." Also remove any clutter, post it notes, business cards, etc. Maintain a clean and clear book so that you will want to use it. Do not carry around anything from the past that is not needed or anything off in the future that is not necessary. Keep it very light and unencumbered.

Some Tips:

- * Use a colorful highlighter to acknowledge your accomplishments
- * Use a mechanical pencil rather than a pen to plan your week- things change!
- * Get the CD for *First Things First* by Stephen Covey and listen to it several times, you will be inspired and will understand the context for mastering this important habit.