

# WEEKLY PLANNING WORKBOOK




## Connections

business

Suspect, Lead, Prospect, Customer, Reference	Phone	Comments	Date last contacted
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. _____	_____	_____	_____

# WEEKLY PLANNING WORKBOOK




## 1. B) CONNECT AND VISUALIZE THE BIG PICTURE

*"I paint objects as I think them, not as I see them." - Picasso*

Take a few seconds to visualize your positivity for 3-10+ years of high level goals and outcomes. Time: 30 sec-2 min.

### Step Two

## 2. A) CELEBRATE LAST WEEK

*Those who fail to learn from history are doomed to repeat it" - Winston Churchill*

Pull your notecards from the Jar of Awesome. List at least 10 to fifty cards, and many more if you want. Big or small, anything goes. Time: 3-5 min

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## 2. B) LAST WEEK

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## 3. A) WRITE DOWN MAJOR PIVOTS

*"Different is better when it is more effective or more fun." - Timothy Ferris*

Write down any key activities, lessons, and stuff you dug up from the esoteric such as quotes that inspire and people you'd like to meet. Time: 2-5 min.

### Major Lessons:

### Meaningful Quotes:

### Reading:

### Tasting:

### Buying:

### Habitually:

### Surfing:

### Writing:

### Watching:

### Selling:

### Innovating:

### Meeting:



## 3. B) HOW ARE WE TRACKING WITH EACH OF THE KPIs ON YOUR PROJECT?

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## 3. C) KEY WORKS COMPLETED LAST WEEK? FROM SATURDAY TO FRIDAY



**People You'd Love to Meet:**

**Inspiring People You Did Meet:**

## Step Four

### 4. A) ANALYZE WHAT DIDN'T HAPPEN

*"Success consists of going to failure to failure without loss of enthusiasm" - Winston Churchill*

Be honest! List the big things that didn't happen. Consider what strengths you have not your weaknesses. Time: 2-3 min.

**What Didn't Happen**

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## 4. B) UNFINISHED TASKS

Unfinished tasks cause stress and chaos in your life.

### Unfinished Work Tasks:

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

### Unfinished Home Tasks:

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

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## 4. C) Any problems encountered last week (whether fixed or not)?

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5. A) Key thing you learned last week?

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5. B) Major win for the week?

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## 5. 90 Day Personal Goals

*Training is everything. The peach was once a bitter almond; cauliflower is nothing but cabbage with a college education.*  
- Mark Twain

Goals:	Completed On:
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- Action: \_\_\_\_\_  
Action: \_\_\_\_\_  
Action: \_\_\_\_\_  
Action: \_\_\_\_\_  
Action: \_\_\_\_\_

What was the outcome?
- Action: \_\_\_\_\_  
Action: \_\_\_\_\_  
Action: \_\_\_\_\_  
Action: \_\_\_\_\_  
Action: \_\_\_\_\_

What was the outcome?
- Action: \_\_\_\_\_  
Action: \_\_\_\_\_  
Action: \_\_\_\_\_  
Action: \_\_\_\_\_  
Action: \_\_\_\_\_

What was the outcome?
- Action: \_\_\_\_\_  
Action: \_\_\_\_\_  
Action: \_\_\_\_\_  
Action: \_\_\_\_\_  
Action: \_\_\_\_\_

What was the outcome?
- Action: \_\_\_\_\_  
Action: \_\_\_\_\_  
Action: \_\_\_\_\_  
Action: \_\_\_\_\_  
Action: \_\_\_\_\_

What was the outcome?

# WEEKLY PLANNING WORKBOOK




## 6. 90 Second/Minute Personal Goals

*"Plato scolded a child who was playing at cobnuts. He answered him: 'You scold me for a small matter.' 'Habit,' replied Plato 'is no small matter'"*  
 -Michel De Montaigne

Decide on a maximum 6-7 outcomes you want to accomplish related to the various areas in your life. Keep track for 13 weeks on these habits.

### WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

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Habit/ Activity.	Goal	MON	TUE	WED	THU	FRI	TOTAL
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.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....

### ON A SCALE OF 1-10 HOW HAPPY WERE YOU WITH THIS WEEK? WHY?

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.....

.....

### WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

REVIEW YOUR GOAL AND ASSES YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?

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7. A) What deadlines do you have this week?

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## 7. B) (OPTIONAL) CLARIFY AND COMMIT TO YOUR BIGGEST OUTCOMES

*"Whether you think you can, or you think your can't;  
you're right" -Henry Ford*

Decide on a maximum of 6-7 outcomes you want to accomplish related to the various areas in your life. This could be creating a personal budget, cooking a healthy meal or having a great meeting with a mentor. You get to decide. Just be sure they get you closer to your yearly goals. That's the key. So "checking Facebook" would not count. Keep in mind that the majority of your time should be spent on activities that leverage your natural talents and strengths, and everything should be in line with your values. Take a minute to quickly review your strengths and values as well to be sure everything is in sync. Time: 5-10 min.

### Top Outcomes:
