

WEEKLY PLANNING WORKBOOK



STEP TWO

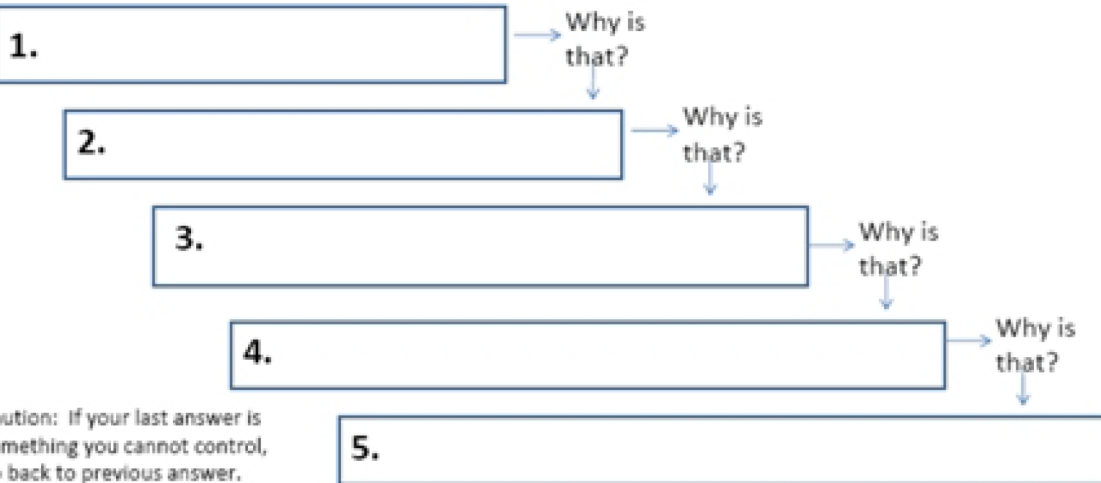
2. 5 Whys Investigation Worksheet

"Regardless of WHAT we do in our lives, our WHY—our driving purpose, cause or belief—never changes."

- Simon Sinek

5 Whys Investigation Worksheet

Define the Problem:



Caution: If your last answer is something you cannot control, go back to previous answer.

Solution:

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3. WHAT GOALS DO YOU HOPE TO ACHIEVE FOR YOUR PROJECTS THIS WEEK?

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4. A) START AND FINISH ROADMAP

"Let's go invent tomorrow than worrying about what happened yesterday"
- Steve Jobs

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STEP FOUR

4. B) START AND FINISH ROADMAP

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5. WHAT ARE YOU WORKING ON THIS WEEK?

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STEP SIX

6. 7-DAY ROADMAP GOAL 1

"What would you do if you weren't afraid?"
- Sheryl Sandberg

Result Goal

.....

The end result goal is very important for me to achieve because,

.....

Progress

1.
2.
3.

ACTION + TASK

Based On Progress Goal #1:

1.
2.
3.

Based On Progress Goal #2:

1.
2.
3.

Based On Progress Goal #3:

1.
2.
3.

WEEKLY PLANNING WORKBOOK



STEP SIX

6. B) COMMIT WITH KPI'S

"We should seek to generate disorder and use it as a weapon against our opponent" -unknown

MY COMMITMENT

....., will complete this goal by:

This template is designed for those who wanted to work on more than goal (for example business health, and personal)

When I achieve this goal my life will improve in the following ways:

If I complete my goal by my target date, I will reward myself with:
.....

I will do the following things to ensure that I will use my KPI to take action on these goals every day:

1.
2.
3.

Signed _____ Date _____

WEEKLY PLANNING WORKBOOK



6. C) WHAT HELP OR SUPPORT DO YOU NEED TO GET THE JOB DONE THIS WEEK?

WEEKLY PLANNING WORKBOOK



7. 7-DAY ROADMAP GOAL 2

"Simple messages travel faster, simple designs reach the market faster and the elimination of clutter allows faster decision making"
 - Jack Welch

Result Goal

The end result goal is very important for me to achieve because,

- Progress
1.
 2.
 3.

ACTION + TASK

- Based On Progress Goal #1:
1.
 2.
 3.

- Based On Progress Goal #2:
1.
 2.
 3.

- Based On Progress Goal #3:
1.
 2.
 3.

WEEKLY PLANNING WORKBOOK



7. B) COMMIT WITH KPI'S

“He or She will not tolerate chaos. He or she eliminates chaos from his or her world in order to banish it from his or her mind.” -Steven Pressfield

MY COMMITMENT

....., will complete this goal by:

This template is designed for those who wanted to work on more than one goal (for example business health, and personal)

When I achieve this goal my life will improve in the following ways:

If I complete my goal by my target date, I will reward myself with:

.....

I will do the following things to ensure that I will use my KPI to take action on these goals every day:

1.
2.
3.

Signed _____ Date _____

WEEKLY PLANNING WORKBOOK



7. C) WHAT HELP OR SUPPORT DO YOU NEED TO GET THE JOB DONE THIS WEEK?

WEEKLY PLANNING WORKBOOK



8. SCHEDULE EVERYTHING

"If you talk about it, it's a dream, if you envision it, it's possible, but if you schedule it, it's real." -Anthony Robbins

Every task takes time and therefore needs a place on your calendar. Look at your 6-7 weekly outcomes and decide what core tasks will need to happen to accomplish these. Now spread these out throughout the week. Most people can't accomplish more than 1-3 meaningful things in a day, so that's your limit. Time: 5-15 min..

Pick 1-3 "Most Important Tasks" (MIT's) related to your outcomes, and schedule them throughout the week.

Monday	Tuesday	Wednesday
Thursday	Friday	Weekend

WEEKLY PLANNING WORKBOOK



9. FILL IN THE GAPS & KPI KEEPING

"Pay attention to the small things, for over time they'll become big." - Proverb

1. Look at what's left on your to do list. Now look at your calendar and see when you could fit the little things in. Schedule these as well. By the end of this process you shouldn't have any stray to-do lists or tasks. Any remaining items on your task list should be appropriately categorized for later. By far the best task management tool I've found is Things.

2. Ask "who can I help this week?" List 1-3 people.

3. Ask "Who could help me accomplish what I have planned for the week?" List 1-3 people.

4. Review expenses and spending from the last week - if using something like Mint.com, just look over things, categorize and be sure everything looks right. If you have a business, look over those expenses as well.