

Planning to Succeed

Introduction

This series of sheets are designed to help you navigate through understanding what is important to you, help you free up time in your normal week to dedicate towards achieving specific goals or outcomes you would like to work towards in key areas of your life and then follows that through to defining activities needed for each area and planning when (which month) to work on specifically which activity.

Creating a plan

Most people feel stuck somewhere between defining their own values and goals and being able to take the next steps towards achieving their own goals for their lives. This series of tabs/worksheets helps one to get the clarity needed all the way towards having the specific activities planned per month.

This is what one commits to oneself or to a coach or coaching buddy as an outcome to discuss at the next check-in or coaching session.

Freeing up time

A lot of people who are interested in taking actions to achieve more of the outcomes they want for their lives find their lives too full and themselves unable to make progress in key areas. The MyTime tab will help identify how time is spent and then it is up to you to decide how much do you want to see the changes and outcomes you want for your life against how much you want to do all of the activities that seem to take up your time. What will you sacrifice to achieve your life goals? And how will you apply self-discipline in how you spend your time in order to make every day count towards the outcomes you would like to see in your life?

Progress

The progress sheet helps you to keep track of activities and maintain momentum on your path. It helps you identify next steps when you may feel stuck in an area and also to consider who could help you move forward from that point.

Renewal

Once you get to the end of your planning period, start at the front again and review if the values you jotted down still seem relevant to you? If not, edit it. Then take another look at how you are spending your time - have you removed all of the activities which do not add value to your life and replaced them by engaging in activities which do add value to your life? What about goals - perhaps you were able to achieve some of your goals already, are you planning to maintain status quo in that key area of your life or are you interested in going to another level in that key area? Revise the goals as needed, then adjust the path and the plan you set for the next 12 months.

MyValues

What matters most to me (concepts/outcomes)

1	
2	
3	
4	
5	

What are my principles to live by?

1	
2	
3	
4	
5	

What are my non-negotiable values in life?

1	
2	
3	
4	
5	

MyTime

How many hours do I spend on activities shown below during every day of a typical week?


(just type in the number of hours - no notes)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Sleeping							
Eating							
Cleaning (Room or self)							
Commuting							
Work/School							
Socializing (friends/family)							
Hobbies							
Learning (something new)							
Financial planning							
Spiritual activities							
Fitness/Sport							
Watching tv/online movies or videos							
Checking/posting to Social media accounts							
Total hours busy per day							

How much free time do you have to work on things you would like to see in your life?

Take the total busy hours per day from the previous table and deduct it from a total of 24 hours per day

24 hours per day - (the Total hours busy per day) = Free time remaining on that day

	(Hours)		Total
Free time remaining on Monday:	<input type="text"/>		Free time per week: <input type="text"/> hours
Free time remaining on Tuesday:	<input type="text"/>		<i>(Add up the free time remaining each day from the summary to the left)</i>
Free time remaining on Wednesday:	<input type="text"/>		
Free time remaining on Thursday:	<input type="text"/>		
Free time remaining on Friday:	<input type="text"/>		
Free time remaining on Saturday:	<input type="text"/>		
Free time remaining on Sunday:	<input type="text"/>		

If you have very little free time left to do things that really matter to you, which activities on the list will you limit or stop doing?

(write your notes and commitments to yourself below)

Life Areas for Goals

MyGoals

Life Areas for Goals

Key outcomes/results I want for each key area of my life. What do I want more of in each area?

Which months will I work on the items shown on the left?
(indicate with **X** under the month)

Jan Feb Mar Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Fitness/health

1	
2	
3	

[illegible]

Social life

1	
2	
3	

[illegible]

Financial

1	
2	
3	

[illegible]

Career

1	
2	
3	

[illegible]

Other

1	
2	
3	
4	

[illegible]

MyPath

**What do I need to move this forward?
(Tick the boxes)**

Who can help me? (Tick the boxes for people you think may be able to help)

Outcomes/results I most want to work towards:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

[illegible][illegible][illegible]

Names of people who can help me move forward: (advice, contacts, reviews etc)

[illegible]

From list above:

What information/research do I need to proceed?

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

[illegible]

Which organizations can I contact about this?

[illegible]

MyPlan

Which specific activities will I complete by the end of each month? (To accomplish the goals under MyGoals per month)

January		Done (Y/N)	July		Done (Y/N)
1			1		
2			2		
3			3		
4			4		
February			August		
1			1		
2			2		
3			3		
4			4		
March			September		
1			1		
2			2		
3			3		
4			4		
April			October		
1			1		
2			2		
3			3		
4			4		
May			November		
1			1		
2			2		
3			3		
4			4		
June			December		
1			1		
2			2		
3			3		
4			4		

MyProgress

Notes about my progress for each of the areas I am working on:

[illegible]