

The 6 Steps for Effective Planning

The single biggest difference between successful people and those who never seem to have enough time to get everything done is the power of having an **effective** plan. A good plan today is better than a perfect plan tomorrow. Here are the six steps for truly effective planning, whether it's a daily, weekly, monthly, quarterly, annual or 5 year plan;

1: REVIEW yesterday

What didn't get done? What needs to be carried forward to be done in the current planning period?

2: PREVIEW tomorrow (and beyond)

What's coming up in the future that you can do something (even if only a small thing) today?

3: CHECK current commitments

What are you already committed to in the planning period (meetings, deadlines etc)?

4: Make a TO-DO list

What would you like to accomplish in the time remaining outside that time you're already committed to?

5: PRIORITISE your to-do list

Use Triage to determine the more important of your tasks.

6: SCHEDULE

When will you do each task? How long will it take and what time of the day would be best for this?

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