

With few exceptions, the most highly effective leaders and professionals take time to deliberately plan each week before it begins. Especially if you work in a competitive environment, each year is your season of play and each week is the game you play to win. Get into the habit of winning each week by planning it out and executing your plan.

DO NOT use the hectic or unpredictable nature of your schedule as an excuse. In fact, it is a greater justification for being committed to a robust and repeatable weekly planning ritual. You owe it to yourself and your loved-ones to make your intentions more powerful than your circumstances.

This four-week template will help you get started.

1. Discuss your upcoming week with family, spouse/partner, and/or key colleagues

The people closest to you care about you and your success. Take advantage of this energy that they bring to your life. It will propel you and inspire you to stay focused.

2. Choose a time prior to the start of your week to prepare your plan.

Depending on the complexity of your work, this could take anywhere from 15 to 60 minutes.

Our clients report preferring Thursday afternoons, Friday afternoons, or Sunday evenings. The investment of time you put into your weekly planning will pay a significant return, so you will gain through efficiency much more than you lose. Make this a relaxing time for you.

3. Conduct a full analysis of the PREVIOUS WEEK. Take several minutes to review:

- Your previous week's plan
- Notes you took
- Emails you received
- Emails you sent
- Bills, notices, and correspondences you received by physically-delivered mail
- Your calendar for the previous 4-6 weeks
- To do lists
- Phone messages
- Text Messages
- Other lists, sticky notes, or media you used to record the previous week's activities

4. Conduct a full analysis of the UPCOMING WEEK. Take several minutes to:

- Review your professional calendar or planner for the upcoming 3-4 months, with an emphasis on the next 3 weeks
- Consider the input of loved-ones, colleagues, or other key supporters you consulted
- Analyze your calendar or planner for next week
- Make a rough sketch or outline of your plan for next week on blank paper or a notebook

5. Prepare your weekly plan

Using the templates provided (or other template you may elect to prepare for yourself), write out the things you intend to get done next week. Use the daily short-lists to break items up by day if you feel that this will help you, especially during unusually intense weeks.

6. Write in a weekly intention

In the space provided, write in one thing that would most make this week feel like a success.

7. Execute Your Plan

No matter what happens this week, execute your plan. And when the week is over, write in a reflection that captures one accomplishment or experience that made this week special.



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WEEKLY INTENTION:

What is one thing you would most like to accomplish or do this week?

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WEEKLY REFLECTION:

What was one thing you did or experienced that made this week special?

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