



UBRFC

"Action planning and Time Management"

*DEVELOP YOUR RESULTS-ORIENTED
PURPOSE-DRIVEN
ACTION PLAN*





When it comes to your life, everything you act upon comes down to your emotions, how you feel.

Where focus goes, energy flows. Focus = Power.

If anyone is successful at anything, and not just once in a while but on a consistent basis, they are not lucky, they are focused.



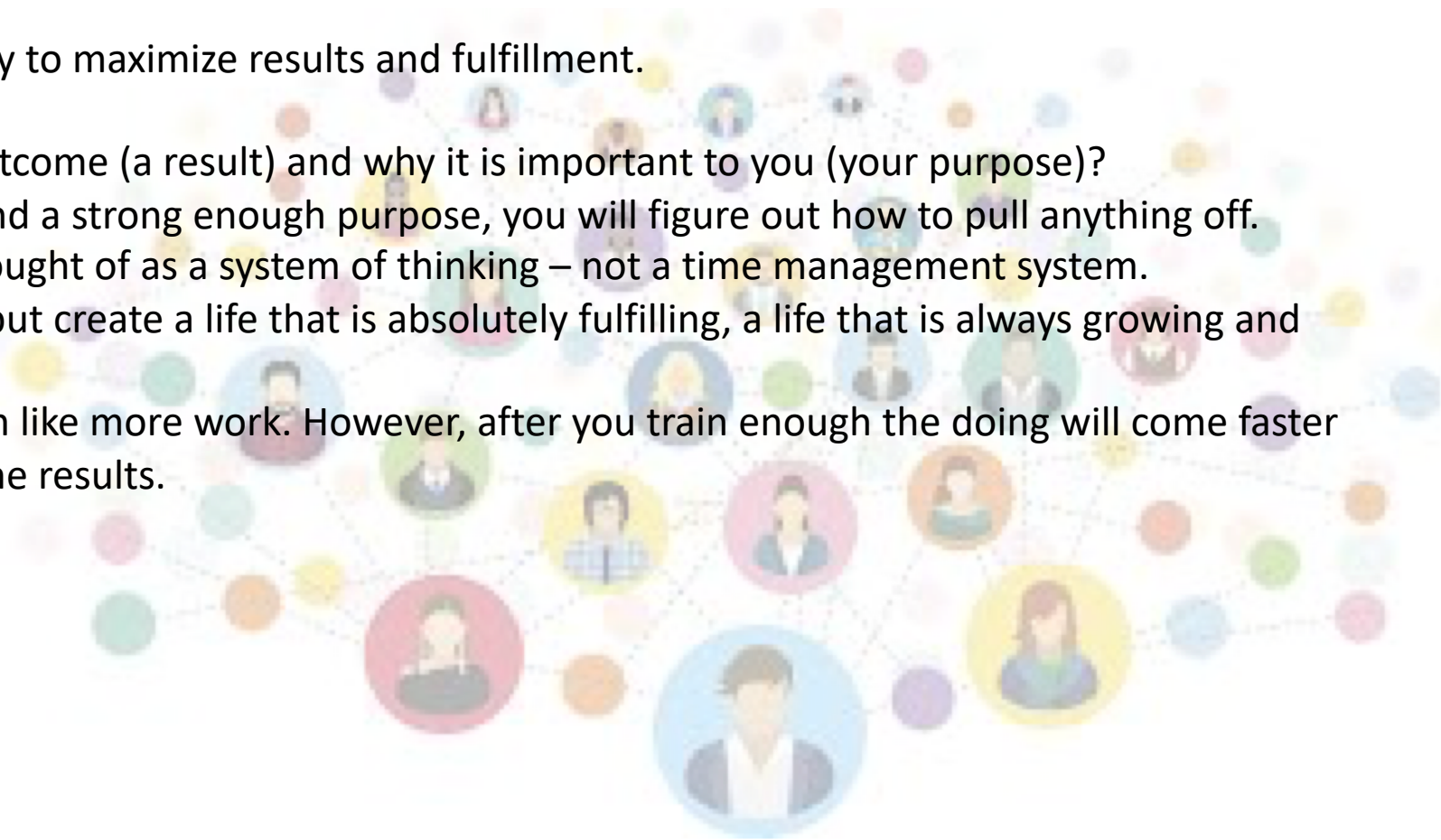
They are crystal clear about what they want. The clearer you are about what it is you want, the easier it is to achieve it, because your brain can figure out how to get there.

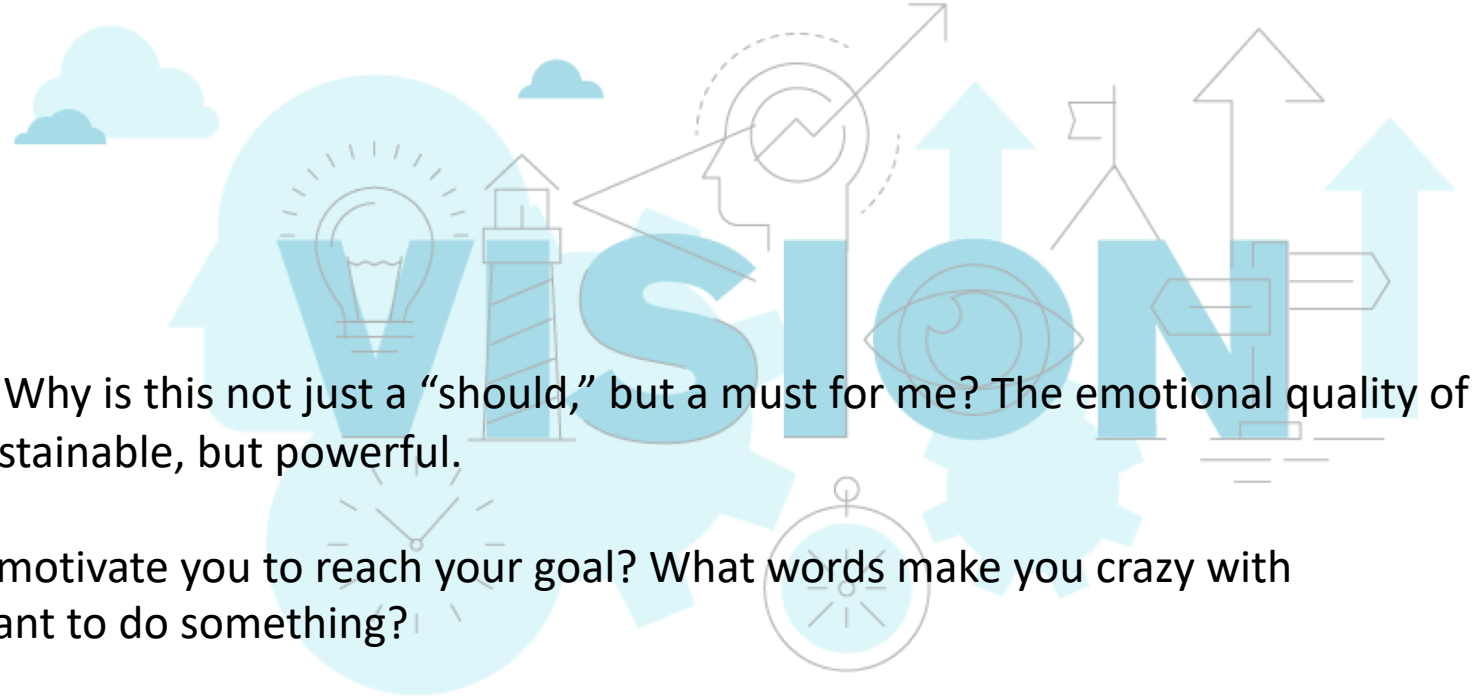
The fuel behind getting there is having a compelling purpose and a reason that will **move** you. Your fuel is what will drive you while you navigate your life's map, your action plan, getting you from where you are where you want to be.



Time planning with “connection” – is a way to maximize results and fulfillment.

- What's most important to you as an outcome (a result) and why it is important to you (your purpose)?
- If you've got a strong enough reason and a strong enough purpose, you will figure out how to pull anything off.
- Time planning & connection can be thought of as a system of thinking – not a time management system.
- The goal in life is not to manage time, but create a life that is absolutely fulfilling, a life that is always growing and contributing.
- This system may in the beginning, seem like more work. However, after you train enough the doing will come faster than before and you'll gain ten times the results.





What is your **VISION** for you?

What's my purpose? What are the reasons? Why is this not just a "should," but a must for me? The emotional quality of purpose makes what you will do not only sustainable, but powerful.

What kind of trigger images or words really motivate you to reach your goal? What words make you crazy with excitement? What words really make you want to do something?

What **DO YOU** ultimately want and **WHY?**

What's the outcome you're after? What's the specific measurable result?

What do you need to do? What's your action plan over time? Not just one or two things. The big picture. Brainstorm a bunch of ideas.



Chunky

When people don't reach their goals, it's often not because of ability. It's because of the way they're focusing on the number of items, or rather, the way they are "chunking" things.

Chunking is how to turn a lot into a little. It's taking all that is coming at you and putting it into ideal-sized groups your mind can handle.

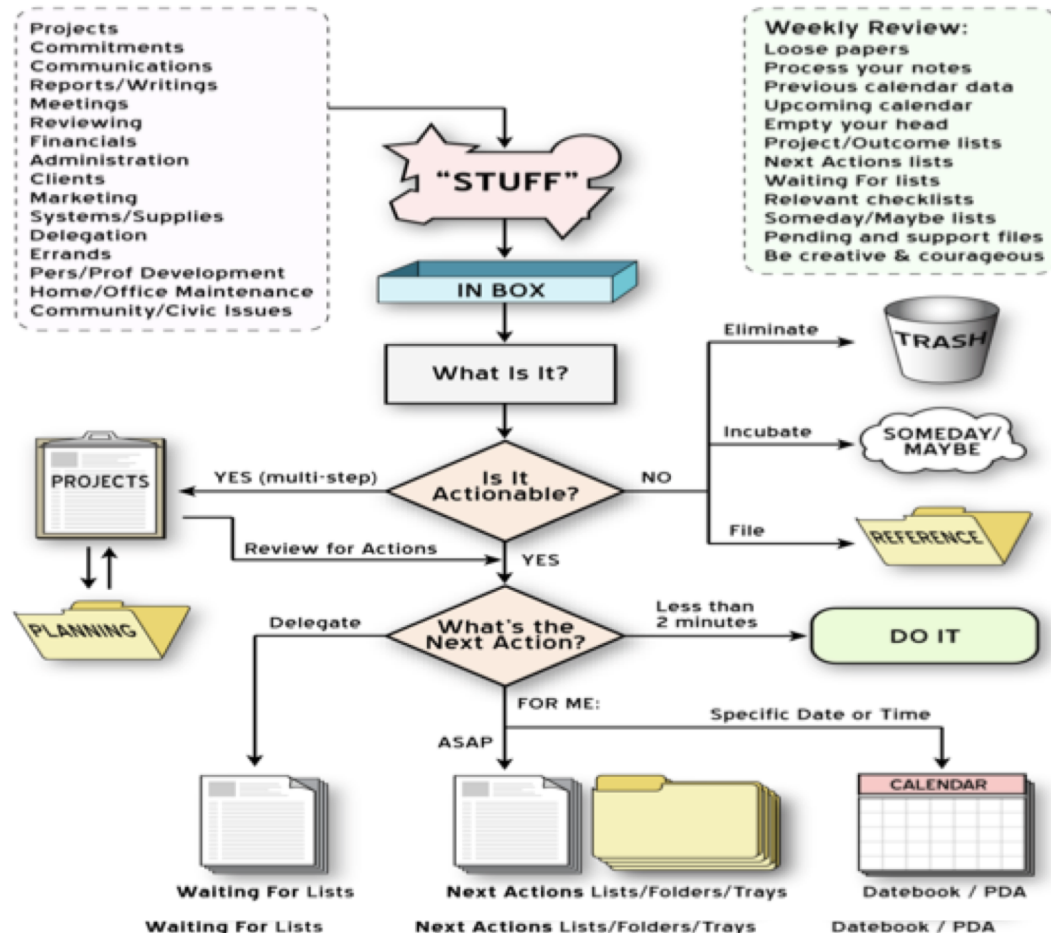
Chunking fits the things you are committed to into a few categories, and lets you know the order you're going to accomplish them because you're already decided in advance what's most important





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graph TD
    Vision([Vision]) --> Mission([Mission])
    Mission --> Goals([Goals])
    Goals --> Strategy([Strategy])
    Strategy --> ActionPlan([Action Plan])
  
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A weekly **SUNDAY** planning process

1. Connect with your driving force – VISION

A: Your ultimate vision (what?)

B: Your ultimate Purpose (why?)

C: Reflect on your Values and Beliefs



2. Own your goals and resources – REFLECT

A: Review your areas for improvement – Roles and goals for Personal life

B: Review your areas for improvement – Roles and goals for Personal Uni life

C: Review your areas for improvement – Roles and goals for Performance Sport



3. Capture Time

- 1: Loose scraps of paper, business cards, receipts, notes, miscellaneous paper, articles, websites, news, video – Put into a basket/file/box/to do list – to process.
- 2: Process your notes review any journal entries, notes, meeting notes, and micelles' notes scribbled on notebook paper. Decide and enter action items, projects, waiting-for's, etc. in your diary.

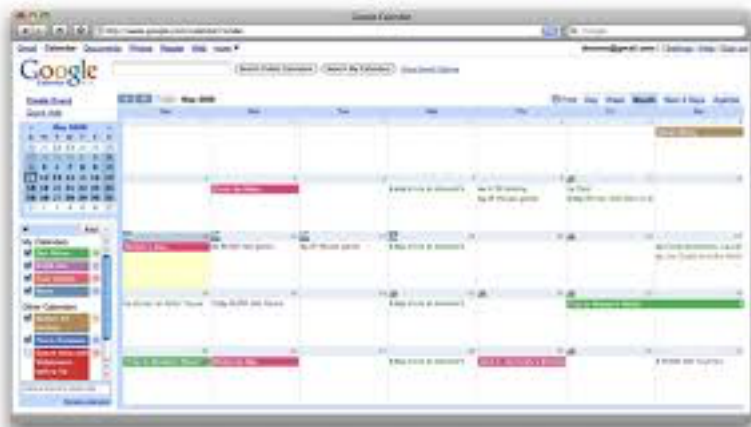




4. Review Previous Calendar Data

Review your past calendar in details for action items, reference, data, etc. and transfer into your new week/month/year.

- 1: Brainstorm your 10-12 accomplishment of last week
- 2: Brainstorm the most important things that are needed to get done but didn't last week
- 3: Review upcoming this week calendar events
- 4: NOTE actions to execute the events or prepare for and diaries
- 5: View 90-days: review of upcoming events



**ACTION
NOW!**



5. Empty your head

Put in writing (in appropriate categories) any news projects, action items, waiting for's, someday-maybe's, not yet captured.

6. Review action list

Mark of completed actions. Review and note any reminders of further action steps required.

7. Review waiting-for list

Record appropriate actions for any follow-up. Check off received info. Review the action list of actions to remind.




EMPLOYEE PERFORMANCE REVIEW					
Employee Information			Date: _____		
Employee Name: _____			Period of Review: _____		
Department: _____			Reviewers Title: _____		
Reviewer: _____					
Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge					
Productivity					
Work Quality					
Technical Skills					
Work Consistency					





- ## 9. Review Someday / Maybe Lists

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Student Weekly Planner

Month: _____ Days: _____ Year: _____

Course Assignments may include info about your homework, tests, quizzes, papers, extra credit & other course specific tasks.

MONDAY	THURSDAY	TO-DO LIST
<i>course assignments</i> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <i>activities</i> <input type="checkbox"/> _____ <input type="checkbox"/> _____	<i>course assignments</i> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <i>activities</i> <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
TUESDAY <i>course assignments</i> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <i>activities</i> <input type="checkbox"/> _____ <input type="checkbox"/> _____	FRIDAY <i>course assignments</i> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <i>activities</i> <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
WEDNESDAY <i>course assignments</i> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <i>activities</i> <input type="checkbox"/> _____ <input type="checkbox"/> _____	SATURDAY <u>Sunday</u> <i>course assignments</i> <i>course assignments</i> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <i>activities</i> <i>activities</i> <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

For more personal organization resources, visit www.oremedys.com

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Create your weekly results purpose action plan:

1. Commit to block out time
2. Use "must" actions for weekly and daily tasks
3. Accurately scheduled everything – food, toe nail cutting, beer drinking, training, everything!
4. Complete it – measure your previous success – Celebrate!

Select and highlight:

- 3 outcomes for education / professional life
- 3 outcomes for professional life
- 3 outcomes for performance sport life



Set yourself up to win:

1. Schedule profound "must do's first"
2. Schedule time for your BIG 3 outcome results to determine your level of fulfillment
3. Anticipate the likely challenges and barriers – then prepare for them. E.g. cook off Sunday, bus late returning, extra meeting added in, etc.

TO DO THIS WEEK

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

typography: Anne Isaksson

