

**Masterclass**

# One Hour Of Planning The Key To Achievement

**Mindset  
-  
Behaviour  
-  
Personal  
Leadership**



**Tel: +27 67 343 8226**

**Email: [Hello@ThrivalistLife.com](mailto:Hello@ThrivalistLife.com)**

**[www.ThrivalistLifeCoach.com](http://www.ThrivalistLifeCoach.com)**



## Why – The Reason We Plan ...

1. Planning helps us **Create Order** when our worlds feel like they are in chaos.
2. Planning **Improves Self-Awareness** – We learn A LOT about yourself, our Strengths, Growth Opportunities, tasks you enjoy or don't and new skills.
3. Planning **Reduces our Anxieties**, settles the nerves, and improves our general well-being with the feel-good factor, of giving us a sense of Control, of being "On Top Of Things". Because we have planned and are ready for *most* eventualities.
4. Planning improves our **Critical Analysis & Thinking Skills**. Mapping out an event from start to finish, gives you the opportunity to prepare for unexpected eventualities.
5. Planning improves **Time Management** and ensures the productive use of planned time. Because of previous experiences, mapping out how long a task will take, greatly adds to its success, by allocating the appropriate amount of time to the task.
6. Planning Improves **Productivity, Focus & Concentration** – When we plan our week, we can dedicate specific time blocks to particular tasks or projects. This focused approach helps improve concentration and prevents distractions. It allows us to fully engage with the task at hand, leading to better quality work.
7. **Planning Increases Self-Discipline: Planning your diary or week requires discipline and commitment to follow through with your schedule. This habit of planning and sticking to your plans can cultivate self-discipline, which can positively impact other areas of your life as well.**
8. Planning gives us a **Sense of Accomplishment**: As we complete tasks according to our plan, we experience a sense of accomplishment and progress. This feeling of achievement boosts our self-esteem, confidence, self-reliance and overall satisfaction with our deliverables.



## Prioritize Your Planning & Plan Your Priorities!

- Make a list [*check it twice* 😊] of all **To Do's & Goals for the week**. Use this as a “brain dump” area, for all of those random ideas that are floating around, which you don't want to forget. Create as many sections as you need to bring order to your mind. Create, in bottom right corner, a KIV – Keep In View section. Projects or Deliverables you must NOT forget but don't need to be actioned this week!
- **Prioritize** – **highlight** the most important deliverables\goals for the week, what **MUST** be done this week?
- If you are in overwhelm and feel paralyzed by the volume, consider using the Eisenhower Matrix to assist you in evaluating tasks. **Plan - What can you Do, Decide, Delegate or Delete?**

### The Eisenhower Decision Matrix





# Prioritize Your Planning & Plan Your Priorities! Make A List!



## Work

- **Prep + Team Meeting**
- **Set up Mtg with Senior Leaders**
- **Prep + Interviews for Social Media Manager**
- Call Jenny in Accounts
- **Month End Reporting**
- Book Appt with Stacey
- **Prep + Book Hour with Mentor**
- **RSVP Golf Day**
- **Prep + Sales Meeting**
- Brainstorm with Uwe
- Watch TedTalk on Productivity
- Etc
- Etc
- Etc

## Projects

- **Research Topic**
- Create questions for Interview
- Consider Research Title
- Create Research Logo
- Possible Participants
- Etc

## Family\Personal

- Hunters Soccer Boots
- Shopping Dinners
- **Don't forget Katie's Ballet Class on Thur - pickup afterwards**
- **Place order for UCook**
- **Order Veg**
- **Book car service**
- Mtg with Insurance Broker
- **Book Dentist Appt**
- Find location for Breaki
- Tina's present [no nuts]
- **Send Condolence Card D**
- Etc

## Keep In View

- Containerization Project with IT
- Presentation to Procurement
- Board Packs
- Lucy's Matric Dress



- First Map Out in your **diary or calendar** any regular meetings or commitments. **Weekly Beats.**
- Build in timely **lunch & bio-breaks** – *they make you more productive over the full day.*
- Together with both your “Commitment” Calendar & your Priorities List for this week ... now **select This Week’s Priorities [max 5]**. These are **big ticket items** that you want to complete before the end of this week. Populate these in your calendar for **ACTION**.
- Then **map out** your priorities for that week.
- **Time block chunks** of time to prepare for important mtgs.
- **Leave wiggle room** for unplanned or break-in meetings & events.
- **Batch similar tasks** and assign the appropriate amount of time to meetings and tasks.
- **Plan Buffer Time** – *Don’t over fill your diary.*

**But none of the above will matter, if you do not have the WILL to Plan. All the planning in the world will not save you, if there is *no action!***



## *How To Create The Habit That Will Set Your Planning Up For Success*

- **Schedule time to plan**
- Grab yourself a great **cup** of coffee or your treat “work-friendly” beverage of choice – *make the event pleasant*
- Find a **quiet, beautiful space**
- **Remove or limit distractions** [*phone on airplane mode*]
- If you can, **pop on some music** – *make the event pleasant*
- **Gather** your favourite stationery, your planning tools, and all the information you will need to plan effectively
- **And get into the habit** of settling down to plan out your week ahead ...



## How To Maximize That One Hour Of Planning & Best Practices

- **Bring Calm to Chaos** – Use your planning time as a space to create calm in your world, that includes the planning time.
- **Embrace your ritual** of planning to cultivate your productivity & efficiency
- Part of Planning is looking back on the week that has been, **being reflective** ... what went well, what didn't, what could you improve, what will you do differently
- Then, **gather** all the information you will need to plan ahead effectively

## Best Practices

- Being prepared for the week ahead means **thinking about your week in advance** – so what could stop you from delivering on your goals for that week
- **What does success look like for you** next week
- What **mindset** do you want to bring to next week?
- One of my favourite things to do when I am planning my week ahead, is to **set my intention** for next week ... do I want to be successful, confident, accomplished, effective ...

### One Final Best Practice ...

- Over and above doing your weekly planning on a Friday afternoon ... **Check your diary at the end of the day, for tomorrow, before** leaving the office
- **Identify your main 3 deliverables for tomorrow**, before you leave the office – you will step into tomorrow confident, with absolute clarity of **ACTION**
- **The next day ... confirm your deliverables – to keep you focused!**







I will make a **BOLD** promise to you ...

Do this planning practice for 8 weeks in a row, and it will **CHANGE** your working week ... if not your world!

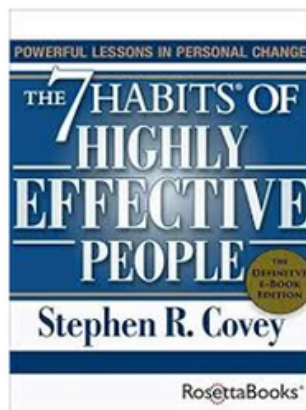
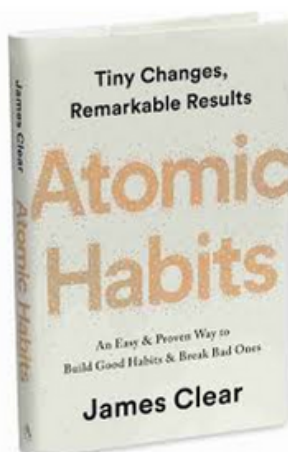
## The By-Product Of Being Organized

- You don't move through your week look a **hot, anxious, ill-prepared mess**
- You will look cool **calm and collected**
- Because you have planned and have not over committed your time - **you will be ON TIME for your meetings**
- Because of your planning, **your productivity will improves**
- You will look **prepared and ready** to participate fully in your work and in meetings - Your Manager will notice this!
- This will **build both your confidence** and your manager\company's confidence in you
- This will **raise your profile** with leadership when conversations around promotion and increases come up
- Planning & being organized promotes a **healthier employee** *[both mentally and physically]*, due to lower anxiety levels
- And it will **improve your communication & work relationships**

**WIN WIN**



## Improved Productivity Resources



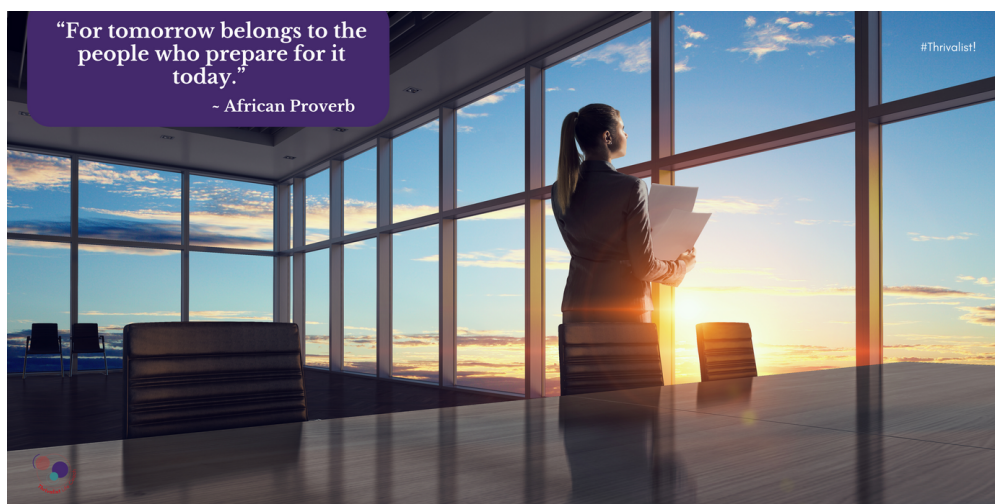
Join the Thrivalist Tribe  
on Social Media

Facebook  
Instagram  
LinkedIn

@ThrivalistLifeCoach

Join our Whatsapp  
Groups - Thrivalist &  
Thrivalist Leader - for  
a hit of positivity  
Mon - Fri  
[no spamming!]





### Thrivalist Life Coach

Working with Teams & Individual focusing on  
**Mindset, Behaviour & Personal Leadership** to  
improve **Communication & Team Dynamics!**

Moving from surviving to **THRIVING!**

[www.ThrivalistLifeCoach.com](http://www.ThrivalistLifeCoach.com)  
[Hello@ThrivalistLifeCoach.com](mailto:Hello@ThrivalistLifeCoach.com)



Prioritize Your Planning &  
Plan Your Priorities! Make A List!



		Keep In View



Today < > Jul – Aug 2023							Week	
MON							TUE	
31							1	
WED							2	
THU							3	
FRI							4	
SAT							5	
SUN							6	
05:00		Statistically The MOST Productive Day of						
06:00	Gym 06:00 – 07:00	Gym 06:00 – 07:00	Gym 06:00 – 07:00	Gym 06:00 – 07:00	Gym 06:00 – 07:00	Gym 06:00 – 07:00		
07:00	School Drop Off & Travel to Work 07:00 – 08:00	School Drop Off & Travel to Work 07:00 – 08:00	School Drop Off & Travel to Work 07:00 – 08:00	School Drop Off & Travel to Work 07:00 – 08:00	School Drop Off & Travel to Work 07:00 – 08:00			
08:00	Check In with Accountability Partner 08:00 – 09:00	Call Jerry to Accounts, 08:00	Social Media Interview 08:30 – 12:00	Travel Time, 08:00	Brainstorm with Wmc, 08:30			Lazy Link Sunday Morning - Selfcare, prep for the week, family, fun 08:00 – 10:00
09:00	Core Function Tasks 09:00 – 11:00	Team Meeting 09:00 – 11:00		Sales Meeting 08:30 – 10:30		Breakfast with Friends + location		
10:00						James Carol Work		
11:00	RSVP Golf Day, 11:00			Travel Time, 10:30				
12:00	Lunch 12:00 – 12:45	Lunch 12:00 – 12:45	Lunch 12:00 – 12:45	Lunch 12:00 – 12:45	Lunch 12:00 – 12:45			
13:00	Month End Reporting 13:00 – 16:00	Mag with HB around Wellness 13:00 – 14:00	Draw New Sales Stats & Prep for Mag 13:00 – 14:30		Ted Talks - Continuous Learning 13:00 – 13:45			
14:00						Tina's Birthday Brail 14:00 – 18:00		
15:00								
16:00		Prep for Interviews - View CV's 13:00 – 16:00	"House Keeping Actions" 15:30 – 16:30	Mentor Hour with Tazephiso 15:00 – 16:00	The Secret 13:00 – 16:00			
17:00	Wrap Up For The Day - Priorities for Tomorrow	Wrap Up For The Day - Priorities for Tomorrow	Wrap Up For The Day - Priorities for Tomorrow	Wrap Up For The Day - Priorities for Tomorrow	Wrap Up For The Day - Priorities for Tomorrow			
18:00	Travel Home 17:30 – 18:30	Travel Home 17:30 – 18:30	Travel Home 17:30 – 18:30	Travel Home 17:30 – 18:30	Travel Home 17:30 – 18:30			
19:00								
20:00		Working on Research Project 20:00 – 22:00	School Meeting 19:00 – 20:00			Clubbing 19:00 – 00:00		
21:00								
22:00								

