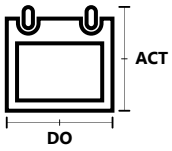
PLAN TOMORROW, TODAY

"Don't start your day until it is finished on paper." – **Jim Rohn**



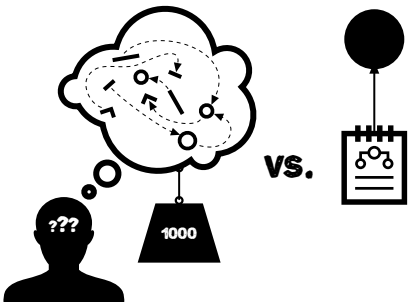
Express It

SPEAK IT

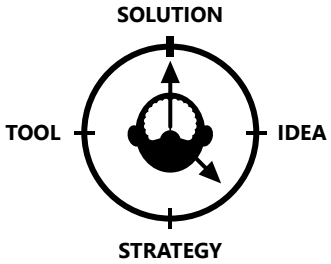
Speak what's below *out loud*, with enthusiasm, certainty, and belief. **Improvise** what you say as *much* as you want (actually, this is preferred). **Visualize** what you say - see it in your head before the words leave your lips. **Brackets** contain instructions that explain something specific to do.

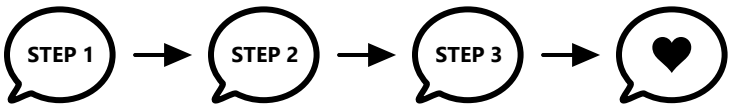
What, Why, and How

- *Every day* - at the end of your work day, you spend 3-5 minutes creating a *simple* written plan for what you will accomplish tomorrow.
- You *write* your tasks down and plan them out, either on paper or digitally. You do this because there's a ***huge*** difference between trying to manage/remember tasks in your head and writing them down:
  - **When tasks are only in your head**, it's hard to visualize them in a useful, structured way that you can act on.
    When they're written down, you easily see how many tasks there are, what they involve, and the order they need to be done.
  - **When tasks are only in your head**, they feel big, overwhelming, and endless.
    When they're written down, you see them as manageable and within your ability to get done.
  - **When tasks only in your head**, they always weigh on your mind, constantly pestering you for attention, so that you don't forget them.
    When they're written down, you can forget about them, and focus more of you mental energy on taking action!



- Creating a plan today, even a simple one, for what you will accomplish tomorrow:
  - **Puts you in control:** It helps you rationally decide what you're going to do, when you're going to do it, and for how long. This means you spend less time *reacting to unplanned events and distractions* that show up, many of which have the potential to increase you stress and destroy your productivity.
  - **Activates your brain's power to find answers:** It allows your brain to understand, in advance, exactly what you want to accomplish, which gives it time to work in the background to find solutions, creative ideas, and strategies that help you accomplish those things the best way possible (see graphic).
  - **Gives you clarity:** It helps you clearly see everything you want to do, which gives you the confidence and desire to act on your plan. Without clarity, there is confusion/unknowns, which feeds fear and procrastination.



- It may seem like spending 3-5 minutes to create a simple plan may not be worth the time and effort, but in reality, investing less than 1% of your time today to plan for tomorrow, makes you 10 times more efficient tomorrow, when you work my plan - it's worth it!
- It is a *really* bad idea to charge into your day totally unprepared, that's why **you don't do it**!
- ***When you:***
  - Get to the end of your work day

  Then you will:
  - Spend 3-5 minutes reviewing your calendar and list of things to do, and create a *simple* action plan (things you want to get done) for tomorrow. With each item on my action plan, you will:
    - Begin with an action-word (verb), such as, *Create*..., *Review*..., *Prepare*..., and so on.
    - Include some details about each task (names, people, places, etc.), but still keep it simple.
    - Describe ***out loud*** the basic steps you will take to complete the task, and what you will feel like when the task is complete (see graphic).