

## The Next 90 Days:

Even if planning is not your favourite thing, you **MUST** do this work. It will make you so much more productive in each quarter and throughout the year.

### Practice Template

2018 Master Plan			
Ninety Day Goals - dates - quarter ends			
1.			
2. E.g. <i>I have achieved \$300,000 turnover!</i>			
3. E.g. <i>I have employed a part-time receptionist</i>			
4. (you write these goals as if they have already been achieved)			
5.			
6.			
7.			
8.			
9.			
Thirty Day Goals E.g. October 2018			
1.			
2. E.g. <i>Achieve \$120,000 turnover!</i>			
3. E.g. <i>New employee recruitment phase completed</i>			
4. (These are positioned and worded as outcomes)			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
Weekly Actions -			
Week One	Week Two	Week Three	Week Four
1. \$25K turnover	\$30K turnover	\$30K turnover	\$35K turnover
2. Job advert done	Job advert running	Review resumes	Job interviews
3.			
4.			
5.			
6.			
7.			
Notes			
E.g. review, things to carry over			

### **How to use this template:**

Since December 2011 this planning tool is how I KNOW what I MUST do every week in my business to get the results I WANT.

This is the BEST way to address overwhelm. In fact, this will STOP overwhelm.

I have each 4 weeks printed and up on my wall. I tick off what I am doing as I go. At the end of the month, if something doesn't get completed I review its necessity (because it obviously wasn't a priority for me) and then either it is dropped or reprioritised into the next month.

I am directed by this document to stay away from new *shiny things*, and to remain focused. When I am stuck, paralysed, fearful, overwhelmed and scared (YES ME) I come back to this document and I stick to the plan I made when everything was clear.

### **Weekly actions are scheduled into my diary!**

#### **You will learn to schedule EVERYTHING important!**

This tool helps with focus. It helps with discipline.

If you are thinking, 'this isn't me' or 'I don't want to do all this because (insert good reason why here), then you really need to do this.

Each day and week do the hard stuff first. Do not, I repeat do not put this off until you feel like it – your feelings have little place here – you need to grow up and just do it.

Remember also, STUFF in LIFE comes up that you are not expecting! So, make sure you have the main things done FIRST each day and each week. Otherwise you will do the easy stuff and find the main things never getting done for all kinds of reasons.







