

## Weekly, Daily and Monthly Planning

### Weekly Planning is the #1 Most Important Aspect of Planning.

A small percent of the population sets goals and creates plans that get them to this point. If you get this far, you are ahead of the game. However, most people who reach the point of having a plan for the month still do not accomplish their goals. Why? WEEKLY PLANNING IS THE #1 MOST IMPORTANT ASPECT OF PLANNING. Why? Because THIS is where PLANNING meets ACTION.

By their very nature, sub-goals in your 30, 60 or yearly plan CANNOT be action items NOW. But you CAN take actions NOW that will keep you on your path to achieving these milestones.

Without a weekly plan, the week will unfold and no steps toward the goal will be made because existing responsibilities and other's priorities will fill the time. Weekly Planning First, determine WHERE you are going to put the action list, in a daily planner, on a white board where it can be seen, or in a planning or task app.

Next, schedule a weekly strategy session. In order to establish the habit of a weekly strategy session, you absolutely MUST SCHEDULE IT IN! Even if you are working on your own, private, goals, choose a time that you will sit down for 20-30 minutes EVERY WEEK to plan the coming week's tasks. Write Your "Ta-Da" List. Why do I call it a "ta-da" list? "To-do" sounds like an unpleasant list of tasks that you have to do, while "ta-da" is more inspirational. Every time we finish a task, we cross it off and say "tada!" Celebrating even the little victories gives me a sense of accomplishment and builds momentum. I enjoy it so much, in fact, that if I find that I have completed a task that I didn't already have on my list, I ADD IT to the list just so I can cross it off!

Take the Priority 1 items from your Monthly Plan and write them down as Actionable Tasks. If needed, break tasks even further into action steps. I call this the IPP process.

- IDENTIFY TASKS: Take the #1 priorities you identified in your 30-day plan. Break down these tasks further if needed in order to identify everything you would need to do to accomplish these sub-goals this week
- PRIORITIZE: Identify which tasks are a priority (mark 1 through 3) and plan to do level 1 FIRST.
- PLAN: Schedule any tasks that are time-framed and assign other tasks to specific days of the week, when required. Keep the rest of your week's list someplace easily accessible to refer to throughout the week when identifying daily goals.

- If items need to be completed on a specific day, note this.
- If items are priorities that absolutely must be completed this week, star or highlight them and focus on these FIRST.
- As you accomplish things, cross them off. Keep them there to show you what you have done!
- Remember that sometimes life happens and not everything on your list for the week will happen. That's okay, simply move it forward to the next week!

**Create Your Daily Plan:**

Every day look at what you have on your SCHEDULE as well as your weekly Ta-Da list. Write in your sub-goals/tasks for the day and then IGNORE EVERYTHING ELSE.

Today's Tasks (in order of priority)	Notes

**1 Month Plan**

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Take those priority items and put them in a list for month (below)

1. Put the rest in a list for month
2. Save it for later.

For each of these items, brainstorm **ALL OF THE TASKS** that will need to be accomplished in order to accomplish these sub-goals in 30 days. Write down everything you can think of. Detail is important here because these tasks need to be executable and not leave anything out.



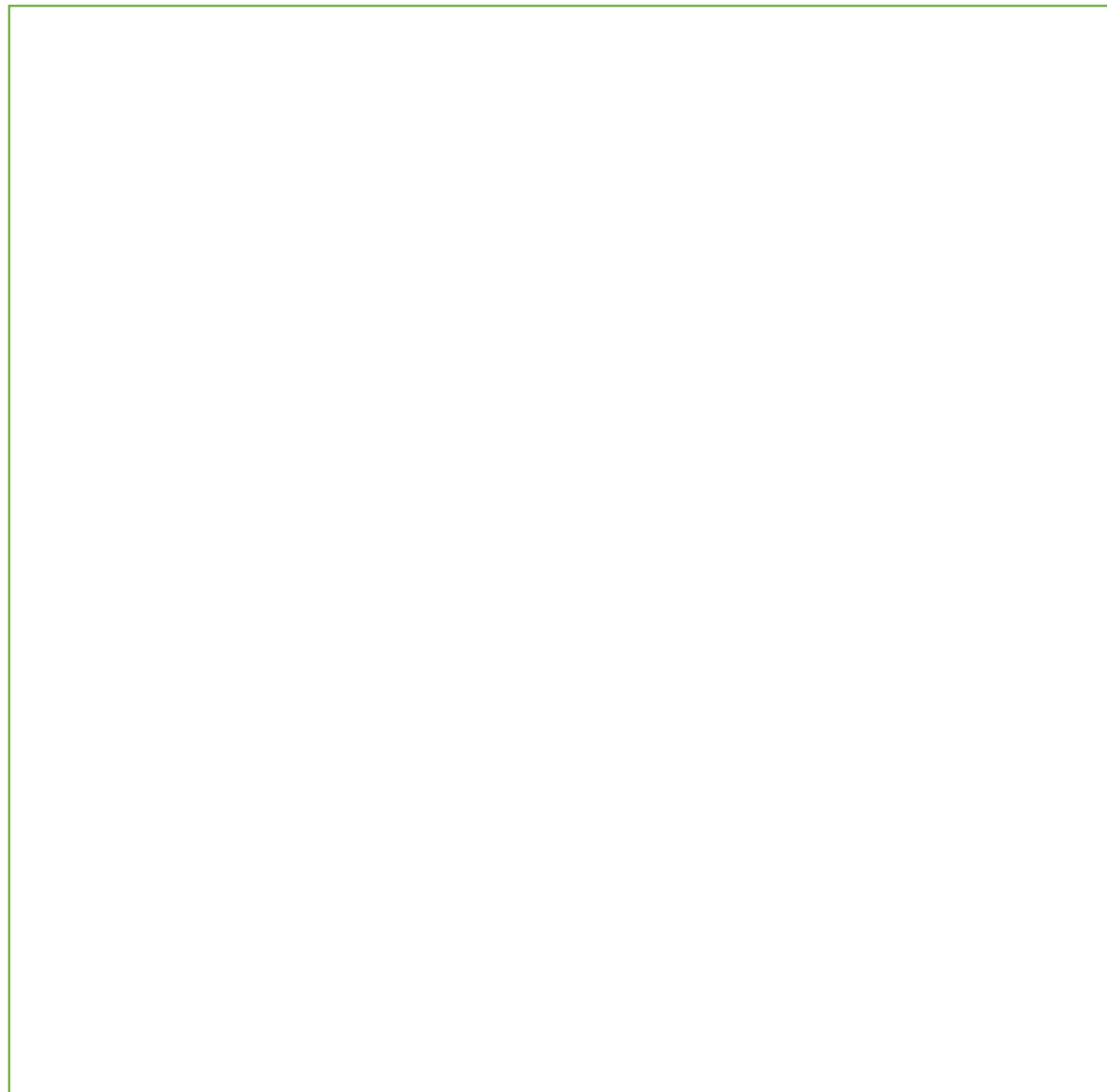
Prioritize each item on a scale of 1 to 4 by writing the numbers next to each item. 1 represents the most important OR needs to be done before you can begin on other tasks and 4 being least important or time sensitive. You now have the next 4 weeks' tasks (1 through 4).

## 60 Day Plan

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Now it's time to create your short-term goals. Create a NEW list that focuses only on the first 2 months (60 days), or your first 2 milestones.

**BRAINSTORM:** What the tasks you will need to accomplish in the next 60 days (look at the next 2 milestones) in order to accomplish your sub-goals? Write down EVERYTHING you can think of.



**PRIORITIZE:** Next you will arrange them in order of priority and what NEEDS to be done first before moving on to the other things. Circle the ones that need to be done first.

## Creating Goals and Achieving Milestones.

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### Charting the Course

Now that you have identified how to do goal setting starting with daily, weekly then monthly goals lets look at major goals.

Your next step it to work on major goals and breaking them down into smaller “sub-goals”. This process is called “chunking”. Think of your goals as the “big picture” and your sub goals or milestones as the bite size achievements that make your goal approachable and keep you motivated. Chunking takes away procrastination.

Identifying your monthly sub-goals helps you very clearly see the path to accomplishing your 1-2 major goals for the year.

The idea: Consider where you want to be in 12 months, start thinking about what would you need to accomplish in 9 months? And where would you need to be in 6 months to be on your way to the 9 month milestones? What about 3 months from now? Of course, you do not know exactly how and when everything will unfold—you are making your best guess. The key to planning is to make one, while remembering that your plan will change.

### **Monthly Milestones: What are milestones or sub-goals you'll need to accomplish?**

The first step is to break down your long-term goal into smaller milestones. This is called “chunking”. Think of your goals as the “big picture” and your sub goals or milestones as the bitsized achievements that make your goal approachable and keep you motivated. You'll get into more detailed tasks and action steps later. This process is like reverse engineering the outcome you want (your goal) to determine how you got there (your plan). Considering where you want to be in 12 months, start thinking about what would you need to accomplish in 9 months? And where would you need to be in 6 months to be on your way to the 9 month milestones? What about 3 months from now? Of course, you don't know exactly how and when everything will unfold—you are making your best guess. The key to planning is to make one, while remembering that your plan will change.

At the same time, looking at all these goals can feel overwhelming. But there is good news! You only have to focus on what is NEXT—not the whole process. Just like traveling across the country, you cannot take all the turns at once—they come one at a time.

**BRAINSTORM:** For each of your major, yearly goals, make a list of all of the sub-goals you can think of. List everything you will need to do, have, or accomplish in order to reach this goal. (You may need to use additional space.)

GROUP: You will group smaller sub-goals from above into broader categories or MAJOR MILESTONES.  
(Approximately 12.)

ORDER: Put them in order—meaning, ask yourself what has to be completed FIRST, before other milestones can be worked on?

My Milestones

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

11)

12)

Goal Setting is a very important aspect of securing what you desire, gaining control of procrastination and providing your self accountability.

The above exercises allow you to get things out of your head and to create a personal “action plan”.

This is just one step in the coaching process with Deanna Byrne. If you would like to schedule a complimentary call to discuss how coaching can help you email [info@deannabyrne.com](mailto:info@deannabyrne.com)

A 45 minute call will outline our process and expectations.