

The Sleeping Giant in Your Date Book

Presented by Deanna Ford, CTM, CC

Day Planner vs Date Book

Date Book



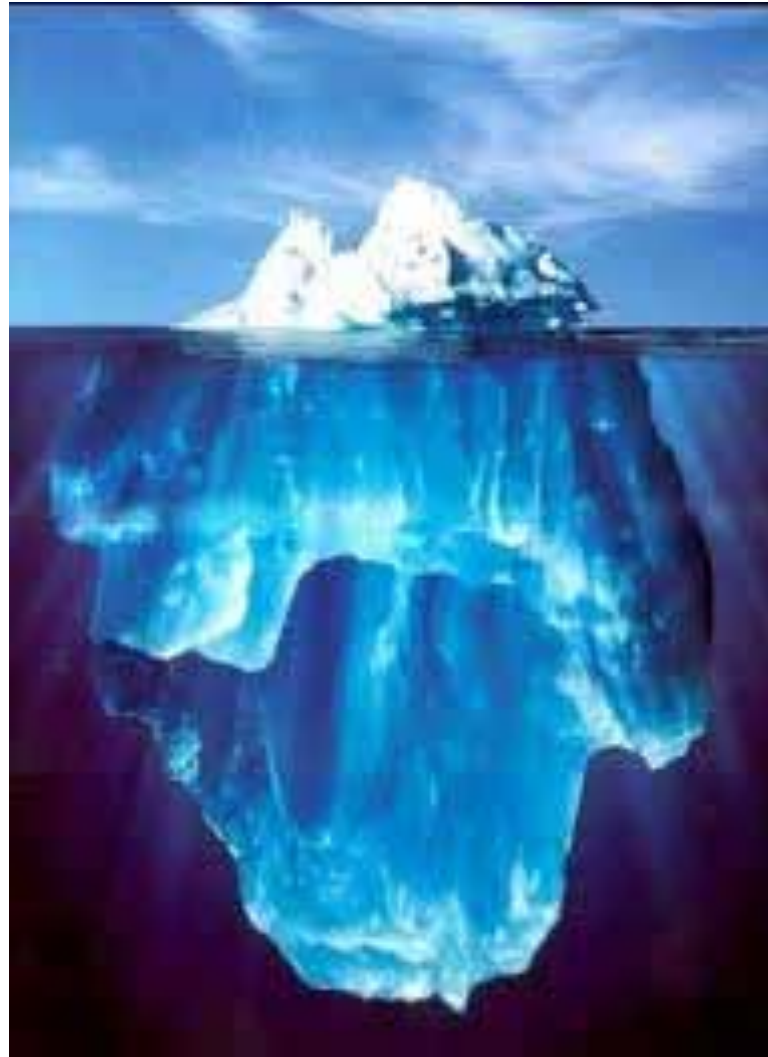
Appointment book

Address book

Date Book



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Appointment book

Address book

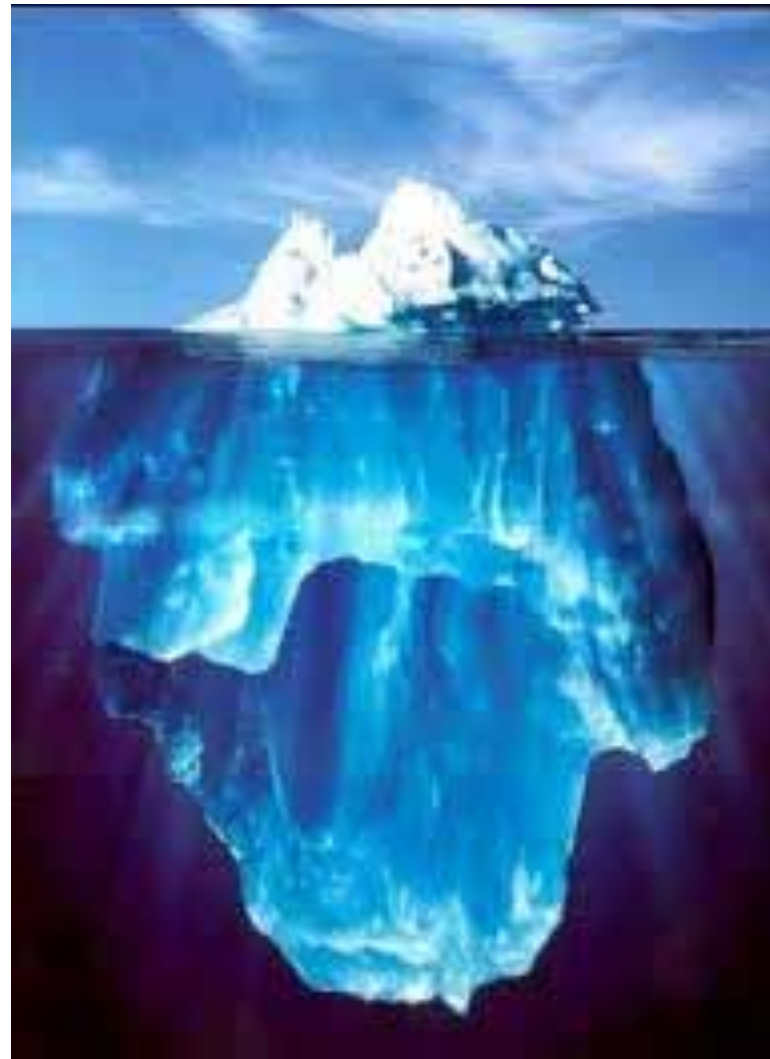
It's about YOU.

Your sanity in this crazy busy world and still reaching your goals.

Date Book



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Appointment book

Address book

Values:

Health

Integrity

Family

Financial
independence

Justice

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Date Book



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Goals:

run marathon

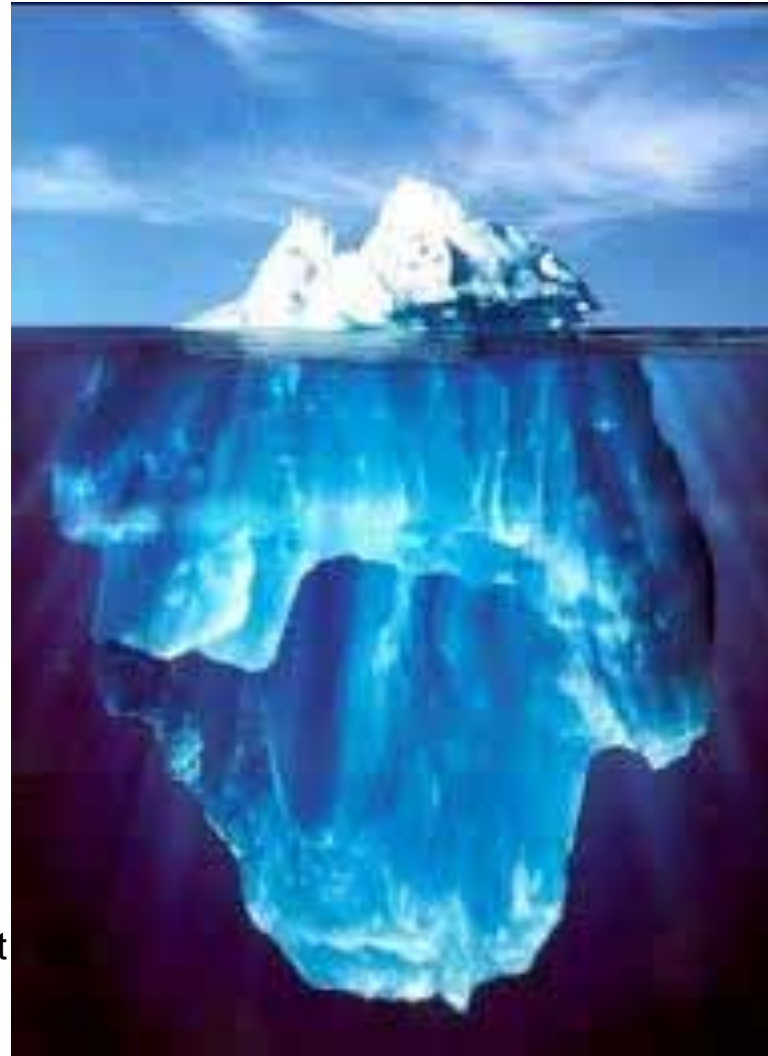
Attain DTM

Earn Black Belt

Spend quality time
regularly with kids

Organize Company's most
successful conference

Become "the boss"



Appointment book

Address book

Values:

Health

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This tool can help with clarity
about one's life by:



MANAGING life's busy-ness

Keep one ALIGNED with your desires/goals



The Boss

Or RE-ALIGN after distractions



Picture refs:

<http://lookup-articles.com/category/uncategorized/>

<http://techieminds.wordpress.com/2010/06/14/top-10-mistakes-that-bosses-make/>

<http://rantingsofatrimetbusdriver.blogspot.com/2011/10/what-really-happened-with-baby-incident.html>

<http://www.xda-developers.com/android/bring-the-sounds-of-the-aosp-to-sense-roms/>

Reasons for Planning

- Identify tasks to be worked on for that day
- Identify appointments and meetings
- Assess your progress toward your goals
- Balance your priorities

paraphrase...

*If you are just going through life
with no real plan or goal,
then you may be helping everyone
else reach their goals.* *Dr. Phil McGraw*

For your Sleeping Giant to awaken, you need...

- some key sections and elements
- strategies for using them
- the tool that will work best for you: paper/electronic
- some tips and tricks and other miscellaneous

Whoa!

*But I'm **not** a “day planner”
kind of person.*

I've tried them and they don't work
for me!

Some designs are bad.....
today is about suggestions.....
for making this work for you.

The planner has to be user friendly or many people won't use one.

Potential problems with some kinds:

Not enough space to make notes

Fixed so you can't add anything
i.e. with coil spine

Forms or pages you don't need

BIG ONE:

Can't find things easily



Key Sections and Other important tools



The Iceberg

- Contacts section
- Calendars
- Daily pages
- Project sections
- Goals (& Values)
- Future planning calendars
- Miscellaneous notes section
- Other as required

Key Elements to have:

A BINDER is strongly suggested because
it lets you add or take out things

TABBED sections are VERY important for finding things

DAY FINDER is VERY, VERY important

SOME EXAMPLES
OF IMPORTANT PAGES
FROM MY SYSTEM

Month calendar

October 2011

Sunday	Monday	Tuesday	Wednesday
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31		

October 2011

Thursday	Friday	Saturday
		1
6	7	8
13	14	15
20	21	22
27	28	29

Month Goals/tasks

Health:

Volunteer Activities

Business Development

Toastmasters

House tasks

Other

Month Goals/tasks

and hope to get done!

Daily Page

- 1 page per day -

December
2004

Daily Task List

8

9

10

11

12

1

2

3

4

5

6

7

8

9

10

11

Daily Page

- 2 page per day -

November		7	
2003		8	
	PLAN (check w/dly/yrly lists) Review goals, read quotes	9	
Prioritized Daily Task List		10	
		11	
		12	
		1	
Personal		2	
		3	
Calls:		4	
		5	
		6	
		7	
		8	
		9	
		10	
		11	
		12	

Future Planning Calendar

2013

2013	
January	July
February	August
March	September
April	October
May	November
June	December

Goals and Values

They are in the 2nd section of my book.
These I hand write then type and print them.

Quotes

This is also in the front part my book under the tab: Quotes

Flexibility is important

Adjust the system as
your life changes

Other pages to help
with life.....

Meal Planner

	Breakfast	Snack	Lunch	Dinner
Sun				
Mon				
Tues				
Wed				
Thur				
Fri				
Sat				

Meal Planner



“Extra”

- Weekly and Monthly planning pages
- Health plan and log
- Travel packing lists
- Expense tracking
- Communication tracking



“Extra”

- Other family member’s schedules
- Financial information
- Employee activity tracking
- Car maintenance schedule
- Class assignment due dates and exams



“Extra”

- *Toastmaster Speech Goals*

.....hmmm.....

strategies for taking action



how to start

Do a
'get your brain & book in order'
session to set things up.

Set up the binder and
contemplate your projects, your calendars,
your values and your goals

daily planning

5-15 minutes at the
start of your day
to plan the day.

But...

yoga?

If you normally start your day with Yoga,

continue to do that, then do your planning....



emails...

Do your planning *before* checking your emails.

Think of emails as everyone else's
“To Do” list for your day.

Brendon Burchard
(paraphrase)

do this daily:

Review

- this month calendar
- next month calendar
- yesterday
- weekly task's list
- monthly task list
- your goals and values

Read a quote or two

Prioritize the tasks (A, B, C)

It doesn't have to take long.

ways of looking at it

- **Yearly** *goals and “would like to get dones”
a list of things that you have a year to complete*
- **Month**
a list of things that you have a month to complete and is inspired in part by the Yearly list
- **Week**
a list of things that you have 7 days to complete and is inspired in part by the monthly To Do list
- **Daily**
a list of things that must or should be done today and is fed by the weekly and monthly To Do lists.

Tips and Tricks and Miscellaneous

Tips and Tricks and Miscellaneous

Planning is one type of brain energy. One type of thinking.

Doing is another. If you constantly have to switch back and forth, you're going to lose time and energy.

Tips and Tricks and Miscellaneous

Resist doing anything before you finish planning.

For every 5 minutes of planning you save 15 minutes of time in your day.

Franklin Covey

Tips and Tricks and Miscellaneous

Be consistent with using your planning tool:

- this is very important for trust
- it also builds the habit of using it

Start slowly with adding in new sections.

Tips and Tricks and Miscellaneous

A NOTE ABOUT: **Values**

Some values inform our actions and ways of being
and some values lead into goals with timelines and tasks.

1. **Informing our actions and ways of being:**

For example: *Justice*

2. **Leading into goals with timelines and tasks:**

For example: *Health*

Tips and Tricks and Miscellaneous

A NOTE ABOUT: **Goals**

Word often interchanged with “**task**”.

But “**goals**” are generally bigger than tasks.

In fact doing tasks is how you complete goals, as I see it.

This doesn't mean that you might not say

“it's my goal to get through this 65 page article today!”

It's all relative.

tools

Companies that sell day planners:

- Franklin-Covey
- Day-timer
- Day Runner
- Others that are specialty books for certain careers such as sales (I.e. Hannah Daily Planner)
- Miscellaneous ones you find at stationary stores

- Make your own pages in Excel or....
- Print on demand (kind of) planners (<http://itisamatteroftime.com/>)

Conclusion



Helps in the busiest of times
with work and family.

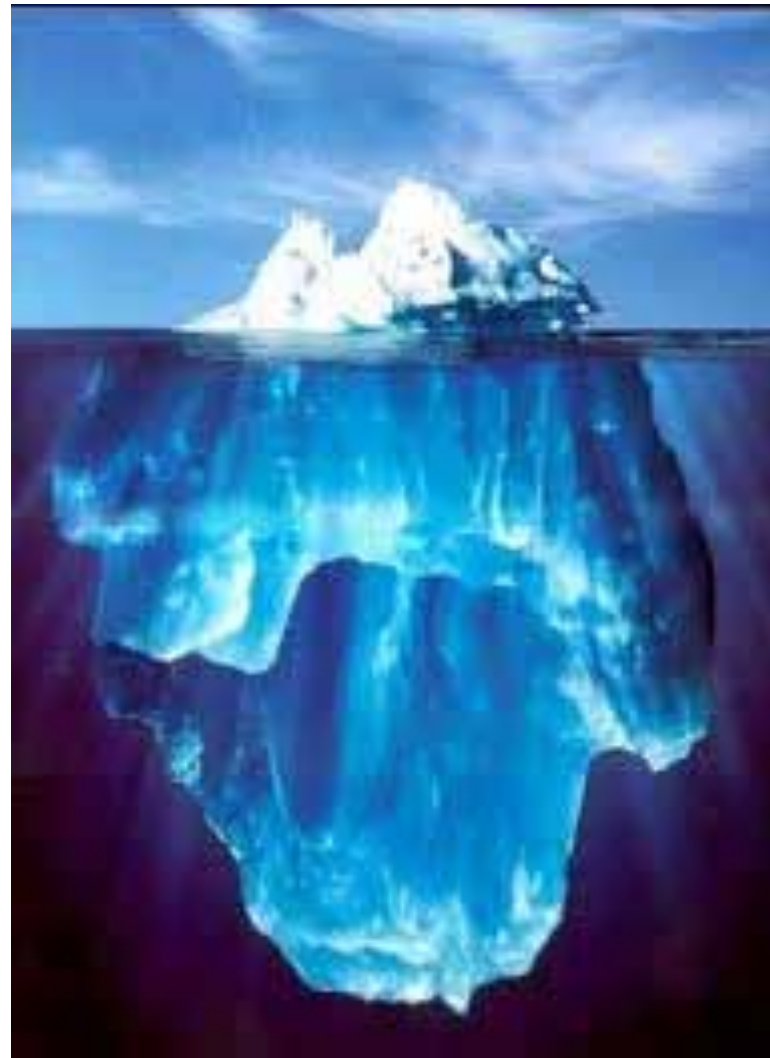
Holds your plans for the future

Date Book



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Your Goals



Appointment book

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Your Values

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BALANCE



A Day Planner is a Life Planner.

**It can be a quiet yet powerful friend
to help you achieve balance and fulfillment.**