



SESSION FIVE

Reflect back on this program so far. What have you done differently that seems to be working? _____

What have you thought about starting, but haven't yet? _____

How will you start scheduling your work and your important tasks differently? _____

Do you carve out time for what needs to be done or only the interruptions of others? _____

My Life Value System

My Core Values _____

Write your main action step from Session 2 on where you spend your time _____

Write your main action step from Session 3 on how to say NO _____

Write your main action step from Session 4 in regards to SEW _____

Write your main action step from this session on how you will plan and prioritize differently _____

Question to ponder:

***if i choose how i start my day,
and then choose to follow a plan for my days,
do i believe that i will better manage my time and my life?***

Let's build your weekly plan!

There are many great resources available in the category of weekly planning that you can find in the marketplace.

On the next page you will find a simple, free and easy-to-use weekly planner. Fill one out for each week using this instruction guide:

- The Top 5 box will be for your 5 large items for the week. Focus on these as the key goals for the week, the must do, highest items.
- Write down the main projects for your Top 5, save the tasks within the projects, and minor projects for the planning section.
- The Top 5 should be written in priority order, and their due date should be included as well.
- Under the plan for the week of _____, fill in the date, and then work on the task list. Write each task, the total time needed, due date and priority. For the priority column, choose one of the following:
U (urgent and important) **I** (important, not urgent) **N** (neither important or urgent)
- Work on the U's first, then the I's. Update the priorities as needed.
- Once this is complete for the week, work on scheduling the tasks in your calendar. Whether by hand or digitally, the key step is to *schedule the work*. By following your schedule and referring often to this planner, you will ensure your time and efforts are spent on your priorities.
- Final thought, this process is not set in stone; adjust as you go. Remember that tasks marked urgent (**U**) should be done first...otherwise they shouldn't be labeled with a **U**!

Life is an amazing journey. What you do really matters. Who you are matters.



– Randy Fox

