

Day Seven: Putting Your Plan Together

Approximate time to complete today's lesson: 20 minutes

You ALWAYS have a choice. Always.

Spend a few minutes reviewing the six Key Area goals you've selected. Prioritize each of them below now, BEFORE you have conflicting demands competing for your attention later in the year. That way, you will have planned in advance what your utmost priority is for the year before you're emotionally invested in an "emergency" situation. Then, when those moments arise later in the year (and they will), you can refer to your list of priorities and make an intentional decision about how to proceed, instead of falling victim to "putting out fires" that may not even be your fires to deal with in the first place.

My Priorities For The Next 12 months:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Make A Commitment

Transfer your goals in priority order to this page, and make an intentional commitment to them.

I, _____ am committed to:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

... and enjoying my life in the process. Each of these commitments is cause for celebration, both when they are achieved, and as I work toward achieving them. I will intentionally celebrate my wins along the way – as they happen – and regularly evaluate these priorities over the next 12 months.

Signed: _____

Date: _____

Post these commitments where you can see them and let them inspire you every day.

Milestones

Thinking about each key area, what are your milestones for the next 12 months?
If you have specific due dates, write them here, as well as into your calendar.

Key Area	Q 1 Milestone	Q2 Milestone	Q3 Milestone	Q4 Milestone
Faith				
Family				
Fitness – 1				
Fitness – 2				
Fortune				
Freedom				

Brainstorming Action Steps

In order to attain your milestone targets for the quarter, you need specific action steps that you can take to contribute to the achievement of the goal. For each key area, list out specific actions you can take to help you get closer to your target. Remember to focus on actions you can take, versus specific outcomes, which you can't control. Use additional sheets as necessary.

Calendar Your Activities

Use the calendar pages (or your own planner) to assign target dates for each activity. If you have recurring action steps (like phone calls to make, glasses of water to drink, etc), use the weekly activity tracker to track your wins each week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Tracking Checklist Calendar

In the download area, you'll find a PDF version of this checklist (for the 2013 calendar year), as well as the customizable calendar. To use the custom tracking calendar, you will need a spreadsheet tool like Open Office. Open the tracking file and select the starting date for the tracking period. The annual calendar will automatically update. Then print out a blank template, and input the specific targets you want to track for the year. You can add more rows, but then it won't fit neatly onto a single sheet of paper.

As you check off your completed action steps, remember to celebrate your wins! Every step is a step closer to your desired goal on your journey of success!