



Weekly Planning Template

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Step 1: Write down your quarterly goals

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Goal 5:

Goal 6:

Step 2: Clear your emails

As you consider each email you have three options:

a.) Delete it: if after reading it you realise there's nothing more to be done, or it's just junk.

b.) Deal with it: if it's going to take truly less than a minute or so.

c.) Turn the email into a to-do: and add the task to your master to-do list if it's something that you're not going to deal with now.

Most of the emails in your inbox will get deleted or turned into a to-do on your master to-do list.

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Step 3: Check your to-dos from your weekly leadership team meeting

Make sure they've been added to your master to-do list.

Step 4: Open your calendar and ascertain how much free time you have for dealing with to-dos

Write the time available down and be honest with yourself:

Step 5: Look at your master to-do list and pick the most important tasks that absolutely have to be done this week

As the British rowing team say, "Will it make the boat go faster" and make your business better?

a.) Must this be done this week?

- If yes, you can mark it as one of the jobs for this week.
- If the answer is no, it doesn't have to be done this week, you can leave it on the master list.

Be mindful of how long each task might take you, and mindful of how much free time you actually have this week to attend to these to-dos. Clearly, the time available and the tasks to be done need to match up.

b.) Does this have to be done by me?

- If 'No' - then delegate it and write the name of the person you'll assign this task to, next to the task.
- If 'Yes' - it's yours

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Step 6: Estimate how long each task will take

a.) If you're delegating the task, how long will it take to delegate it properly to someone else?

- What will they need to know?
- How long will it take you to brief them properly so the task and the person don't come back to you part way through the week looking for more information?

Allow more than enough time. If you think it'll take 15 mins to explain and delegate, allow 30 minutes, just to be sure.

b.) If you are going to do the task yourself, then estimate the time it'll take.

- And be realistic or even liberal in your estimate. Allow a bit more time than you think you'll need.

Step 7: Do the tasks fit within the time allocated?

You're going to want to skip this step, but it's the key to the whole process.

What you're often going to find is that your tasks and the time you've estimated, are much larger than the hours you've said you'll have available between all of your existing diary commitments.

And now you'll want to fudge it, by reducing some of your time estimates for the jobs.

By all means, take a second look, **but whatever you do, don't reduce the estimates to an unrealistic time allocation with no slack built into each one.**

All that will happen is you'll be stressed out and feeling like this planning process has made no difference to you.

Once you've taken a second look, **any tasks at the bottom of the list that exceed the time you have available in your diary this week, need to be moved back to the master to-do list, or to next week's tasks.**

You've got to get them off your radar for this week.

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Step 8: Identify your top 3 priorities for the week

Important Job 1:

Important Job 2:

Important Job 3:

Circle, underline, or highlight, **the one thing** that will make the biggest difference to your business and your life if it gets completed. This one is called your game-changer.

If you do nothing else this week, make sure this job gets done.

Step 9: Announce your one game-changer

To someone else on your team, your spouse or even a friend. This is to help you stay accountable for what you say you are going to do.

Step 10: Plan a treat for yourself

Something you'll do as a "well done" for yourself to acknowledge the effort you're putting into your business. It might be dinner with your spouse, or watching a football game or going to the gym.

Whatever feels like a reward for you.