

ACTION PLAN INSTRUCTIONS

HERE'S HOW TO MAKE YOUR ACTION PLAN:

STEP 1: Brainstorm your list of tasks on the right

- + Just brain dump all of the things you need to do and list them on the right side.
- + It helps to pull from a separate running list of tasks, or your list from yesterday.
- + Break large, complicated tasks into smaller sub-tasks.

STEP 2: Estimate how long each task will take

- + Estimate in increments of 15 or 30 min.
- + Put this estimate in the TIME column.

STEP 3: Choose your frog

- + Choose the hardest, most overwhelming, most procrastinated task. That's your frog.
- + Write it at the top (this sets intention).
- + Schedule it first in your day.

STEP 4: Schedule your tasks in order of importance

- + Write your appointments in the schedule on the left.
- + Schedule your Frog first thing in the day.
- + Now add your next most important task to the schedule.
- + Put a circle in the STATUS column (indicating that it has been scheduled).
- + Keep adding your next most important tasks to the schedule until your day is full.
Thus the least important tasks will naturally not make it into your plan for the day.

STEP 5: EXECUTE!

- + Wow! You now have a concrete plan for the day, full of getting important things done!
- + Check off your tasks in the STATUS column as you go.

TIPS:

- + As new tasks come up, add them to your list with an arrow (>) in the status column, meaning you will push them back to tomorrow (or fit them in your current day if you can).
 - + To promote a positive mindset, start your day by writing down a few things you're grateful for at the top of your plan.
 - + Treat your tasks like doctor's appointments; show up to them on time and take them seriously.
 - + IMPORTANT: Don't beat yourself up when your plan goes to crap! This will happen often. But you'll still be more productive with a plan than without one. Just adjust the plan and keep going. When you find yourself way off track wasting time on social media, don't beat yourself up, just say "Oops, this isn't what I want to be doing right now, I'll do this later" and get back to your schedule.
 - + Just get started. When you have an overwhelming task, it helps to schedule just 15 or 30 minutes to just get started working on it. Usually, once you start, you hit your stride and get a lot more done than you thought you would.
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TODAY'S ACTION PLAN

DATE / /

EAT THIS FROG FIRST

DAILY GRATITUDE

SCHEDULE	STATUS	TIME	ACTION
7			<i>To get a full pad of Action Plans on fancy paper, go to NeuYear.net</i>
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