

# PROGRESS PLANNER

**THOUGHT**  
space



# Where do you see yourself in ten years?

What if we told you that, in ten years, you could be anything you wanted? You could be a successful entrepreneur, an author signing your fifth book deal, a slim gym-attende, world traveler, polyglot, or whatever else you want.

You might think this sort of thing is something that only a lucky few can achieve, so you don't dare to dream. But we're here to tell you that if you know how to properly set goals and utilize your time, you are limited only by your ambition. Time is our most valuable resource. If you squander your time, you definitely won't reach your goals. This journal provides the necessary strategies and tools to focus your efforts so that you really can achieve whatever you want.

The principles and philosophies you'll find within the pages of this journal are the synthesis of more than 50 years of research in personal effectiveness and productivity from the industry's leading authors and researchers. We've borrowed from the best of the best to put together a journal that will help you form and achieve goals you might otherwise have thought impossible.

We hope the resources provided here get you off to a great start with your goal-setting journey!

To keep things brief, we've only included some of the content from the Progress Planner.

You'll get even more productivity tips & hacks in the full version of the Progress Planner.

[Purchase the full version here](#)

# An Overview: Focus and Vertical Coherence

The core principle upon which we've built all our tactics and strategies can be summed up in one word: *focus*.

In today's hyper-connected world, it's easy to find distraction on a moment by moment basis. With the deluge of information available, it's easy to get distracted over a much larger timeframe: weeks, months, even years. Without focus on your most important work, it's all too easy to spend years of your life chasing one shiny object after another.

The allure is simple: we seek the easiest path toward success, without properly defining what success really means to us. This leads many of us to jump from project to project or job to job hoping for that one big win, without spending enough time developing a deep understanding of what really brings success. Sooner or later, we must recognize that constantly jumping from one path to another costs us more than we gain in return.

Focusing for long periods of time on just a few things isn't easy. If it were, there would be many more experts and successful people in the world. Success requires continually keeping yourself in check when you find your attention straying.

Luckily, we have a technique that will help you maintain focus when it might otherwise have seemed impossible: *vertical coherence*.

Vertical coherence is the idea that what you're working on today should support a larger goal that supports a grand, long-term vision for your life. This improves dedication to and satisfaction from your work.

It's possible to craft a grand, compelling vision for what your life will look like in 10 years and actually achieve it. You just have to ensure that you continue working on the right things. To do this, we help you set up your work life in periods with 90-day goals, each of which supports your larger goals.

In this journal, you will define a 10-year vision that is supported by smaller, 90-day goals. In turn, your 90-day goal is supported by your weekly and daily tasks.

By defining a 10-year vision – a vivid self-visualization that defines where you want to be and what you're working towards – you can put your goals in context. Think of your 10-year vision as a compass that guides your 90-day goals. This way, each 90-day goal will bring you closer and closer to the you that you've always envisioned.

We've included an example of how to set up your 90-day goal on the next two pages.

# 90-DAY GOAL EXAMPLE

This is just a rough draft. You can rewrite your goal in its final form on page 24.

Use the space below to form your 90-day SMART goal.

*Complete rough draft of 80,000 word book by April 1. I will share this goal and my progress with my writing club.*

How will you feel once you achieve your goal? What other opportunities do you expect as a result?

Why do you want to achieve this goal? How will your life change as a result of this?

*I want to reach others in an impactful way through this book. I will be an author and can use this to improve business opportunities.*

There will always be obstacles such as meetings, boredom and uncertainty. Identify these now.

What challenges will you face?

*Boredom. I'll have to find the desire to write everyday.*

Having a plan in place for when you feel demotivated will help you maintain progress to achieve your goal.

How will you stay committed to achieving your goal?

*I will use this journal to track my progress and ask John to keep me accountable.*

Now, break down your 90-day goal in to smaller milestones using the prompts below as a guide.

WHAT: What actions must you take to achieve your 90-day goal?

*(Think of these as your weekly targets.)*

*Gather research articles.*

*Complete expert interviews*

*Complete 2 chapters per week and send them to my editor*

*Finish writing*

*Incorporate editor's changes*

HOW: How will you track progress toward achieving your 90-day goal? What metrics will you use?

*(These are habits that can help you achieve your goal.)*

*Write 1200 words 5 times per week*

*Submit new chapters to editor each week*

WHEN: What intermediate deadlines can you set now to ensure you achieve your goal in 90 days?

*(Mark them in the monthly calendar.)*

*Complete research and interviews by Jan 21*

*Finish first half of book by Feb 10*

*Incorporate editors changes bi-weekly*

*Finish writing by March 15*

*Insert sources and interviews by March 20*

Does this change your 90-day goal? If so, adjust it and rewrite it now.

Break down your goal here. What are your biggest milestones? What are your most important actions?

Visualizing what you will regularly need to accomplish will help you succeed. These can be tracked in the weekly habit tracker.

Take some time to mark these in the monthly calendar on pages 26 - 29.

Planning your deadlines might cause you to rethink your 90-day goal. If so, rewrite the final version on page 24.

# Using the Progress Planner Worksheets

## Monthly Calendars

We provide *four* undated monthly calendars per 90-day goal period, so you don't need to wait to start at the beginning of the month. These are not included in this free version.

## Weekly Planning and Reviews

We provide space to think about each week in advance and then review it at the end of the week.

Plan your week in advance using the prompts and the monthly calendar. Evaluate what you've already committed to. Some days might be completely booked with meetings. Weekly planning helps you allocate your time so you still reach your weekly goals.

We've provided a habit tracker to help you form new habits. Set weekly goals for your desired habits and track your progress. There's space for several habits, so you can track progress in work, fitness, and more.

Habit tracking keeps you from second-guessing yourself. By setting goals for your habits in advance, you do the difficult thinking up front; this allows you implement your daily goals without much thought.

Review your progress at the end of each week. Ideally, this should be at a time when you're not thinking about your work or are stressed. This review process encourages continuous self-improvement. At the end of your work week, you will have an ideal vantage point and clarity about what will drive your progress during the next week. It only takes 20 minutes, and you'll soon reap the rewards.

The example on the next page shows exactly how to use these features.



# WEEKLY PLANNER EXAMPLE

Revisiting your goal helps you think about your week in context of your bigger picture

What is your 90-day goal?

*Complete rough draft of book (80,000 words) by April 1st.*

Review any intermediate deadlines you need to meet. What can you do this week to get closer to your goal?

What will you work on this week that will have the biggest impact on achieving your goal?

*Intermediate deadlines that you need to meet this week*

*Finish interviews and finalize quotes*

Think about your prior commitments and appointments you have this week that might get in the way of your work

How will you dedicate significant blocks of time and attention to your most important work this week? What challenges will you face?

- Only answer emails for 30 min at the end of the day*

- Delegate repetitive tasks to employees: client communications, contractor negotiations*

- Schedule client meetings for the afternoon when possible*

Set goals for your habits at the beginning of the week. Compare your goal to what you accomplished at the end of the week.

List the habits below that will help you reach your weekly goal.

Habit	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Goal	Actual
<i>Yoga</i>	✓	✓	✓	✓		✓	✓	6	6
<i>Journal</i>	✓	✓	✓	✓	✓	✓	✓	7	7
<i>Read(30min)</i>			✓	✓			✓	5	3
<i>Review Notes</i>					✓			4	1
<i>Family dinner</i>	✓	✓		✓		✓	✓	5	5

# WEEKLY REVIEW EXAMPLE

What were your biggest wins this week?

*Finished interviews! I now have all the quotes I need.*

What did you struggle with? How can you address this next week?

*I didn't regularly review my notes. I procrastinated and reviewed everything in one day. It took me a long time to decipher what I initially wanted to say. I'll try stick to my habit of reviewing notes everyday.*

Are you still on track to achieve your 90-day goal? If not, how can you get back on track?

*Yes!*

What is your most important task for next week?

*Finalize outline and begin writing*

Notes:

*I feel more creative in the morning. I should try to schedule my writing time in the morning*

Look back on your week. Celebrate your victories!

What didn't go so well? Be honest

Each week, you have the opportunity to adjust course so you can meet your goal.

Free space for you to take notes or reflect.

# Using the Worksheets (cont'd)

## Daily Planning

Most of us are overcommitted. We spread ourselves too thin and end up making minimal progress in everything while making significant progress in nothing.

Often, we do this because it allows us to tell ourselves that if any one thing fails, we have other things to fall back on. But really we stifle our progress *because* we have other things to fall back on.

By reducing our commitments and scheduling regular periods of time for our most important work, we can move away from this ineffectiveness. We must learn to say *NO* to the unimportant.

Choose your most important work. Choose yourself!

You will spend most of your time using the daily planner, so we'll review the psychology behind the features.

## *Task Tracker*

We talk a lot about your most important work and dedicating time to *one* thing. But we're not fools. We know that you have many tasks on your plate - many of which you absolutely must complete (those groceries aren't going to buy themselves!).

For this reason, we've included a task tracker each day in which you write down everything you need to do for the day. Once you write everything in one place, you can allocate your time so that you can complete urgent tasks while still making lots of time (2+ hours per day) for progress toward your goal.

Throughout your day, it's common for uncompleted tasks to pop into your head. When this happens, write them down in the task tracker.

Later, you can plan time to work on them in your evening reviews.

Borrowed from Getting Things Done®, this prevents “open loops,” tasks you’ve committed to that remain incomplete and unscheduled.

By writing tasks in a place where you know you will schedule them to be completed, you can begin to empty your mind of all of these random, stress-inducing reminders.

### *Zero-based time tracking*

Time is our most valuable and scarce resource. Yet, most of us give away our time to various distractions, thereby squandering it. To break this pattern, we track how we’re actually spending our time to gain clarity and begin to change.

You should schedule your entire day in the time tracker, leaving zero black space. By moving tasks from your task tracker into time slots, you can ensure their completion. Batch similar tasks for effectiveness.

When you switch from one thing to another, you waste much more time and energy than you realize. Each time you switch between tasks, your brain is forced to recall a different set of actions. Think of it like mental RAM. When you switch tasks, your brain has to buffer this mental RAM with new requirements. This reloading process is called *task switching*, and it sucks time and energy from your day.

Minimize time and energy wasted on task switching. Batch trivial tasks and work *only* on your most important work during dedicated work periods. Even if another small task seems harmless, it’s not.

Time tracking will help you reflect and course-correct as you progress on your journey to achieving your goals. Tracking your time and energy will help you get better gauge your limits, avoid distractions, and understand when you work best on certain types of tasks.

## *Evening Reviews*

Evening reviews are your time to spend a couple of minutes to reflect on the day. You can do this any time in the evening, but don't skip it!

Evening reviews provide invaluable feedback that will help you continually improve each day. During this time, you can review how you actually spent your time versus how you planned to spend it. You can also plan for the next day. Based on each day's progress and challenges, you can easily decide your most important task for the next day.

The example on the next page shows exactly how to use these features.

# DAILY PLANNER EXAMPLE

01 / 10 / 18  
M T (W) R F S S

The most important thing you need to accomplish today

## Focus Task

*Conduct two phone interviews.*

List of everything you have to do today - smaller less important chores

## Task Tracker

- *Reply to emails*
- *Email potential interviewees*
- *Order Dad's birthday gift*
- *Doctor's appt @ 1:30pm*

Plan your day here. Try not to leave any blank space!

End of day reflection

## Today's Win

*I got great quotes from Carol and she introduced me to another expert.*

What did you learn about yourself, your work environment, your goal?

## Lessons Learned

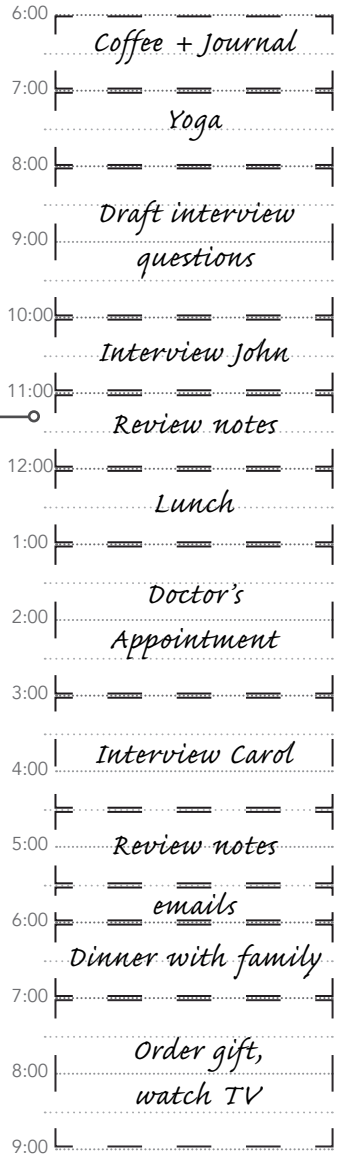
*The afternoon doctor's appt interrupted my flow. Try scheduling @4pm next time*

Did you use your time effectively?

Based on today's work, what can you do tomorrow to keep your momentum going?

## Tomorrow's Focus Task

*More interviews!*



*Action is the foundational key to all success*

Pablo Picasso

## Now it's your turn!

Now that we've shown you how to use the features of the Progress Planner, it's time to spend some time thinking about *what you want to achieve and why*. You can refer back to the examples for help.

Once you're done, we provide a space to commit to your 90-day goal *and* to commit to using this journal. Social commitments greatly improve adherence to goals.

Share a picture of your commitment page to Facebook or Instagram to garner social support that will improve your chances of success.

Once you've committed to your 90-day goal, get to work on a Weekly and Daily basis using the included worksheets.

If you really want to give yourself the best chance at achieving your goals, purchase the Progress Planner so that you have a physical reminder of your commitment to yourself.

[Purchase the Progress Planner here](#)

# 10-Year Vision

What must you have accomplished in each area of your life to feel satisfied and successful in 10 years? *Think big.* Brainstorm everything you will have done.

What will you be doing as a result of your accomplishments? Will you be sunbathing on a beach? CEO of a \$10-million company? Nationally recognized public speaker? What will your average week look like?

## Work

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## Health

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## Relationships

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# 90-DAY GOAL

Use the space below to form your 90-day SMART goal.

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Why do you want to achieve this goal? How will your life change as a result of this?

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What challenges will you face?

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How will you stay committed to achieving your goal?

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Now, break down your 90-day goal in to smaller milestones using the prompts below as a guide.

**WHAT:** What actions must you take to achieve your 90-day goal?  
*(Think of these as your weekly targets.)*

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**HOW:** How will you track progress toward achieving your 90-day goal? What metrics will you use?  
*(These are habits that will help you achieve your goal).*

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**WHEN:** What intermediate deadlines can you set now to ensure you achieve your goal in 90 days?  
*(Mark them in the monthly calendar.)*

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Does this change your 90-day goal? If so, adjust it and rewrite it now.

# MY 90-DAY GOAL

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# GOAL COMMITMENT

I, ....., commit to completing my goal by .....

I will work to achieve this goal because .....  
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If I complete this goal, I will reward myself with .....  
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Signature

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Date

# JOURNAL COMMITMENT

I, ....., know this journal will provide daily encouragement and focus to help me achieve my goal.

I will do the following things to ensure I use this journal everyday:

1. ....
2. ....
3. ....

I am posting this publicly as a declaration of my commitment to self-improvement.

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Signature

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Date

# WEEKLY PLANNER

What is your 90 day goal?

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What will you work on this week that will have the biggest impact on achieving your goal?

*Do you have any intermediate deadlines that you need to meet this week?*

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How will you dedicate significant blocks of time and attention to your most important work this week? What challenges will you face?

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List the habits below that will help you reach your weekly goal.

Habit	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Goal	Actual
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# WEEKLY REVIEW

What is your 90 day goal?

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What will you work on this week that will have the biggest impact on achieving your goal?

*Do you have any intermediate deadlines that you need to meet this week?*

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How will you dedicate significant blocks of time and attention to your most important work this week? What challenges will you face?

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List the habits below that will help you reach your weekly goal.

Habit	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Goal	Actual
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## Focus Task

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## Today's Win

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## Lessons Learned

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## Tomorrow's Focus Task

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*Action is the foundational key to all success.*

Pablo Picasso

## Focus Task

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## Task Tracker

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## Lessons Learned

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## Tomorrow's Focus Task

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*You were born to win, but to be a winner, you must plan to win,  
prepare to win, and expect to win.*

**Zig Ziglar**



## Focus Task

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## Task Tracker

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## Lessons Learned

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## Tomorrow's Focus Task

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*Obstacles are those frightful things you see  
when you take your eyes off your goal.*

Henry Ford

## Focus Task

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## Task Tracker

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————— End of day reflection —————

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## Today's Win

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## Lessons Learned

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## Tomorrow's Focus Task

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*Concentrate all your thoughts upon the work in hand.  
The Sun's rays do not burn until brought to a focus.*

Alexander Graham Bell

## Focus Task

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## Task Tracker

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## Today's Win

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## Lessons Learned

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## Tomorrow's Focus Task

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*When I let go of what I am, I become what I might be.*

Lao Tzu

## Focus Task

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## Task Tracker

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————— End of day reflection —————

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## Today's Win

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## Lessons Learned

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## Tomorrow's Focus Task

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*Either you run the day, or the day runs you.*

Jim Rohn

**THOUGHT**  
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