

HOW TO USE THE DAILY PLANNER

We suggest you make this your own over time and use it so that it supports you in taking actions every day.

In the meanwhile, use the example and the following reminder grid below to understand fully how to use each section. The purpose of using the list is to help you stay on task and not get distracted or overwhelmed. 10 minutes of planning either the night before or early in the morning, will make it so much easier to enjoy the work you are doing today.

Daily Plan

Use this section to put in your **scheduled appointments**. Once you've done that, you can also see the blocks of time left in your day that you can use to get the actions done. You may like to schedule the **Frog Time Tasks (F)** into the schedule. You can also spot the 'windows' you have for doing tasks of one nature, for example the calls to partners and prospects.

Frogs and Actions

This is the place where you choose the core actions and accomplishments you want to be proud of at the end of the day. You will see there is space for 3 'frogs' (those tasks that need attention first before anything else because they are ones that need doing AND that you don't want or like to do). Done first, they will free you up for the rest of the day and give you a sense of achievement (and of course you'll be progressing your projects too!). We have then given you ONLY 5 tasks for the day. These can be big or small, long or short as you like.

Prioritising Your Actions

TIME = Use the TIME column to identify how long the task is likely to take you.

P = PRIORITY – Label all of your tasks either A, B and C to prioritise them. A = Urgent, B = Important C = Nice if had time

= This is the order of how you complete the tasks as you might have lots of A's so this gives you a guide of where to start. Number them 1, 2, 3 etc.

NOW GET TO WORK ON YOUR LIST – A1 first, A2 second etc. until there are no more A tasks, then move onto B's. If you get distracted, simply go back to the task number you are working on. Tick off / cross of as you go (whatever makes you happy!)

Tasks That Have Cropped Up Today

In any day, 'stuff' happens. Use this list to note down actions and tasks that come up, so that you don't distract from doing the things ABOVE the line. If you complete the whole list, you can by all means prioritise these in, or simply use them for tomorrow's list and schedule accordingly.

PROMOTIONS

Use this section to remind you what your current promotions are. We recommend no more than two at any time. That could be one imminently, and one in the next quarter. It could also be the promotions that you are doing on behalf of an affiliate or associate. It helps these to stay 'top of mind' and you should always have something you are promoting i.e. talking about (free or paid).

PROSPECTS/PARTNERS/CALLS

Use this section to jot down the calls you need to make – this allows you to make calls all in one go, or allows you to make one kind of call. It can give you a break in your day to vary the activity, and most likely, these calls will progress your business.

PROPOSALS/PROMISES

Use this section to note any of the emails, proposals and work promises that you have said you will send out. You may find you add to this area through the day. These are your business life blood, and so take on a priority and need to be fitted in either in your day, or the next day.

NOTES/REMINDERS/FOLLOWUPS

Use this section to jot down anything that shows up, that you remember, that you hear, that you might want to research, check out and look at 'at some point'. Review these at the end of the day and add into next day as you see fit (or delete because they are no longer needed).

