



## **TOPIC: GOAL SETTING AND STAYING ON TRACK**

### **TITLE: DAILY PLAN**

"In the long run, men hit only what they aim at." - Henry David Thoreau

Well, it's been over a month since you set your goals or made new year's resolutions. How are you doing? Hopefully, you're well on your way to success.

I've spent the last month talking about managing your time. You've had the change to set your goals, create actions and build new habits to make them a reality.

What I'd like to talk to you about today is how to stay on track. This is one of the biggest challenges for many of my clients. Although many people are focused, unfortunately they also compete with many priorities, and before they know it, the work has expanded to fill the time. Sometimes it's because things came up that needed immediate attention, and sometimes it's because the goal focused behaviors were harder, or often uncomfortable.

You've probably heard the phrase "plan your work and work your plan". One of the most valuable methods of ensuring you achieve your goals is to plan daily for the activities that will make them happen. Many people have "to do" list - a running list of tasks that they carry around until they are done. What I'd like to talk to you about today is the difference between a daily plan and a to-do list.

A to-do list is a great tool to keep all the tasks you have to get completed - i.e. returning voice mails, correspondence, calling clients, reviewing reports/financials, etc. What are often not represented on the to-do list, however, are the things you should do, but don't necessarily have to do. These are the tasks that will keep you on track towards meeting your goals - prospecting, reward and recognition for staff, coaching or giving feedback to my staff, calling clients to ask for referrals, etc.

The daily plan doesn't have to be a complicated exercise, and it should not take more than 5 minutes a day. It could be listed on a post-it note, or in your normal planning system. But, it is the act of saying to yourself "What should I do tomorrow", and planning those 1, 2 or 3 activities that will make progress on your ultimate goals.

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Let's take a look at what might be on a to-do list, and what might be on a plan.

To-Do

Return Phone Calls  
Review reports  
Correspondence  
Attend meetings

Plan

Call three new prospects  
Compliment one employee for a job well done  
Call one client and ask for a referral  
Call one client and thank them for their business

What is your plan for today? What should it be? What will it be for tomorrow?

My challenge for you is to start using a daily plan everyday! My request is that you spend five minutes to plan for your day before it begins. In fact, the best time to plan for tomorrow is before you leave today. Write down the one, two or three activities that will have a direct impact on ultimately achieving your goals. If you do this everyday, for the next two weeks, I guarantee you will keep yourself on the path to success and create results.