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Daily Planning

Strategies For Ultimate
Success



Contents

1	Introduction	8
2	Critical Reflective Learning – Part 1	9
3	The 2 week challenge	10
3.1	2 week challenge template	11
4	Setting the Scene	12
4.1	Current vs. desired state	13
4.2	Current vs desired state word clouds	15
5	Thieves and Pirates	17
5.1	Your time pirates	17
5.2	Smarters	22
5.3	Pirates ‘at a glance’ table	23



6	Procrastination	24
6.1	Tackling procrastination	25
7	Marvellous meetings	28
7.1	Marvellous meetings strategies	28
8	Interruptions, interruptions, interruptions!	29
8.1	Telephones	29
8.2	Visitors	30
8.3	Paper	30
9	The 'zero inbox'	31
9.1	Checking your emails*	31
9.2	Reading your emails	31
9.3	Organising email	32
10	PPPPP – Proper Planning Prevents Poor Performance	33
10.1	The stages	34



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11	The To-do-List	37
11.1	The to-do-list template	38
12	Prime & down time	39
12.1	Your prime & down times	40
13	The daily planning template	41
13.1	Blank planning template	41
14	Saying “no”	51
14.1	Saying “no” to a superior	52
14.2	The UNER Approach	52
14.3	Saying “yes”	53
15	A 10-step action plan	54

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16	A visual reminder	55
16.1	What people normally do	56
16.2	What we should do!	58
17	Critical reflective learning – Part 2	61
18	Summary	62

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1 Introduction

Welcome to this book on daily planning: strategies for ultimate success.

So, why might you need or want to daily plan? Well, in my experience there are 6 main reasons:

- your having ‘to do more with less’
- there is increasing workload and pressure
- there is pressure to work in new ways
- your balancing a greater number, or more complex tasks
- you have a feeling of being inundated
- your struggling or never getting to the end of your ‘to do list’ – resulting in an ever growing list, taking tasks home or extending your working day

As a result you want to take back control and feel that you’re on-top of things and have breathing room. This means that you can give yourself space to develop rather than just survive.

In this book we will be looking at 13 main topics or areas:

1. where are you currently? – let’s take stock of what you do and when
2. time stealers or pirates
3. procrastination and why you really put things off
4. meetings
5. interruptions
6. emails
7. fixed tasks
8. urgency vs. importance
9. to-do-lists
10. prime and down times
11. saying “no” and “yes”
12. bringing it all together
13. an action plan for success

Daily planning is a topic I have written about and lectured on for many years, to both individuals and as part of a wider organisational initiative to increase team, departmental and organisational effectiveness. I know these strategies work because I’ve seen it do so time and time again. That said, its not easy, at least in the beginning. You are trying to fundamentally change the way you have done things and this could have been your approach for many years. But please, bear with me and the action plan we’ll develop together as we go along will pay huge dividends in the end. You’ll feel; more in control, less negative and swamped by the shear volume of your tasks, less stressed and more able to concentrate on the positive elements of your day and your development.