

ADVANCED PLANNING

Task implementation

Take note of the following process for implementing your scheduled activities:

Look at your diary at the beginning of the week and see what is scheduled in it. This will help you get into the right frame of mind for the activities of the week

Accept the fact that you will be doing what is in the diary at the time it is scheduled because this is what *you* have *planned* to do at that time. (Acceptance is an extremely useful mindset to adopt when implementing your plan – it means there is no inner fight to do anything else and no inner frustration.) Any other activity that arises (as long as it is not an emergency) must be scheduled in at a later date.

Where possible, begin tasks *in advance* of when you were scheduled to initiate them to give you a head start, and to give yourself the best chance possible of finishing either ahead of or on time.

Have *faith* in your plan. You have taken the time, effort and patience to put it together so value it and have the belief that it will work for you.

When carrying out your tasks *switch off* from everything else around you and focus 100% on what you are doing.

Choose one of the following *approaches* to implement the task at hand according to your energy levels, the complexity of the task and your overall mood:

- a. Focus on one task and complete a section at a time
- b. Undertake the whole task in one go
- c. Choose 3-5 tasks. Spend 20 minutes to an hour on the first task, then switch to the second. Spend 20 minutes to an hour on this then switch to the third and so on. This is a useful exercise to do when you are engaged in a task that does not inspire you, or that someone else has delegated to you. It means that your motivation levels are kept high, but you must be aware that you may not complete all five tasks during the day as you are only spending up to an hour on each at a time.

What to do if you are not engaging

If you find you are not carrying out your actions, it means that you are not engaging with your own plan.

If this is the case it is because something in your plan is not resonating with you: it may be too ambitious; it may not be ambitious enough; it may be formatted in a way that does not get you excited; you may have other, more pressing activities or issues to deal with, in which case you need to re-evaluate your priorities; or it could be that there are no rewards built in.

Whatever the reason, it is important that if you are not sticking to your plan you evaluate why this is and make the necessary adjustments to the plan so that you *do* engage.