

# **Weekly Planning**

## Workbook



**How to Organize Your Whole Life in 1 Hour**  
**Stress-Free**

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## Preface



Let me tell you a little about myself and the reason for creating this time management workbook.

Growing up within a poor and violent neighborhood in London (Tottenham), every summer holidays I remember having no structure or purpose in life for about 2 months straight.

Year after year, my closest friends and I would basically roam the dangerous streets of the city from around midday to about midnight. And after around 6 weeks, it would be time for us to return back to school.

During this period, we had no clue about the future consequences of our actions. We didn't know that a lack of time management is one of the key problems that many people from poor communities will never overcome.

Over time, as to be expected, we inevitably experienced poor exam results, poor overall personal development, poor understanding of the complex dynamics of society, poor literacy and oral communication skills, and so on, and so forth.

Whether it was friends and family members being murdered or incarcerated within prisons and mental health institutions; stuck in dead-end jobs; getting pregnant in their teens; or turning to prostitution, drug-dealing, or drug-addiction.



As teenagers, we were affected by many of society's social ills and we were powerless to prevent any of them.

High rates of crime and social deprivation being the direct result of poverty has been academically well-established for decades. Nonetheless, looking for a new solution, I studied and applied time management principles on myself, and others, for more than 20 years.

Reading hundreds of books on personal efficiency and effectiveness, I sought to come up with something that would allow a person to take complete control of their whole life and transform, super fast.

It needed to:

- be something that could cater to the uniqueness of each individual;
- make the assistance of a teacher or coach completely redundant in the long-term;
- be relatively easy to learn and apply;
- take no longer than an hour or so;
- enable a person to stop procrastinating immediately;
- enable a person to become laser focused and disciplined instantly; and
- enable a person to experience a deep sense of peace and happiness with life.

During my search and to demonstrate the power of self-education, I used my newly discovered planning knowledge to help me become a qualified lawyer.

This allowed me to later discovered that the acquiring of advanced time management skills is also a huge problem for professionals and those living within affluent communities. It is an obstacle that affects entire nations.

As a result, this workbook contains a solution that may advance you regardless of your background. It is the by-product of all of my experience.

# Weekly Planning



Since attending university, I have spent around 20 years learning, applying, and adapting the best methods of productivity taught by the leading experts in the field.

In that time, I have discovered that there is not one single solution to maximize how productive we can become. Instead, there are key principles of productivity that never change.

When applied, these key things magnify a person's daily accomplishments; effectiveness; and capacity to radically transform themselves over and over again.

A perfect example of this is the five-step process. We will find that we are most effective when we carry out the following:

## **Five-Step Process**

1. **Collect** - collect the things that command our attention;
2. **Process** - process what they mean and what to do about them; and
3. **Organize** - organize the results, which we...
4. **Review** - review as options for what we choose to...
5. **Do** - 'do' in terms of taking action.

Importantly, the five-step process is straightforward *in principle*. However, our personal effectiveness is only as good as how well we carry out each of the five stages.

Any weakness within any of the steps will have a knock-on effect, and easily jeopardize our overall ability to perform. For example...

Some of us will fail to identify (major leaks) everything that should command our attention when carrying out the (1) **collection** step.

While many of us may collect things well, but neglect to mentally (2) **process** (decide) what these things mean and what we should subsequently do with them.

On the other hand, some of us make good decisions about things in the moment, but lose the value of our thinking because we do not efficiently (3) **organize** our thoughts.

Lastly, there are those of us who have great systems, but fail to conduct consistent (4) **reviews** to make our plans functional and most advantageous.

Any weak link within the previous four stages, consequently, will cause us to (5) **do** something that is not likely to be optimal, or our best possible option.

In contrast, masterful application of the five stages will enable us to...

1. become highly organized.
2. break free from the commitments and expectations that we simply do not have the time to handle adequately.
3. thrive and cope with the new demands that we face in modern society.
4. discover our crucial catalyst, or function in a way that others will call out-of-this-world (extra-ordinary). In short, crucial catalysts are those simple tricks and knacks that create or unleash our genius because they bring body, senses, and mind into critical focus.
5. be maximally efficient and relaxed whenever we need or want to be.
6. have an overwhelming number of things to do yet still function productively with a clear-head and positive sense of relaxed control.
7. be simultaneously successful, relaxed, and 100% organized.
8. use our minds to think *about* things, rather than think *of* them.
9. demonstrate to ourselves and others an increased ability to be productive.
10. be a person who creates change, rather than waiting for change to occur.
11. design our lives to focus on identifying, refining, and developing our talents and strengths.
12. forever experience a sense of stability in a world of constant and rapid change.

It is for these reasons that the leading productivity coaches in the world train corporate CEOs to develop advance time management skills for as much as \$10,000 and more.

In accordance with the five-step process, this workbook will guide you through three essential elements:

- **Questions Sheet** (*Collect, Process, Organize, Review*)
- **Action-List Sheet** (*Collect, Organize, Review, Do*)
- **Weekly Planning Sheet** (*Process, Organize, Review, Do*)

The completion of these three parts, for the first time, usually takes between 2-3 hours using a computer. But once completed the time typically reduces to an hour per week only.

Are you ready to begin?

To complete the first element, we now encourage you to answer numerous key questions on the [Questions Sheet](#). It will allow you re-acquaint yourself with the main point of your life, which includes all of your dreams; goals; and desires:

# WEEKLY PLANNING

QUESTIONS SHEET

dd/mm/yyyy

1. WHAT ARE YOU GRATEFUL FOR IN YOUR LIFE RIGHT NOW?

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

2. WHAT IS YOUR DEFINITE CHIEF PURPOSE IN LIFE RIGHT NOW?

**Short-Term (6-12 months)**

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

**Medium-Term (1-3 Years)**

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

3. HOW WILL YOU MAKE YOUR TARGET DAILY INCOME THIS WEEK?

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

4. WHAT ARE YOUR 10 YEAR GOALS?

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

5. HOW WOULD YOU ACHIEVE YOUR 10 YEAR GOALS IN 6 MONTHS IF YOU HAD A GUN TO YOUR HEAD?

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

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**6. HOW WOULD YOU ACHIEVE YOUR 10 YEAR GOALS EFFORTLESSLY?**

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

**7. HOW CAN YOU MAKE £500 MILLION+?**

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

**8. WHAT HAPPENS IN THIS PART OF YOUR FILM?**

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

**9. WHAT WILL MAKE YOU VALUABLE THIS WEEK?**

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

**10. HOW WILL YOU BE EFFICIENT THIS WEEK?**

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

**11. WHAT 20% IS GIVING YOU 80% EFFECTIVENESS IN YOUR LIFE RIGHT NOW?**

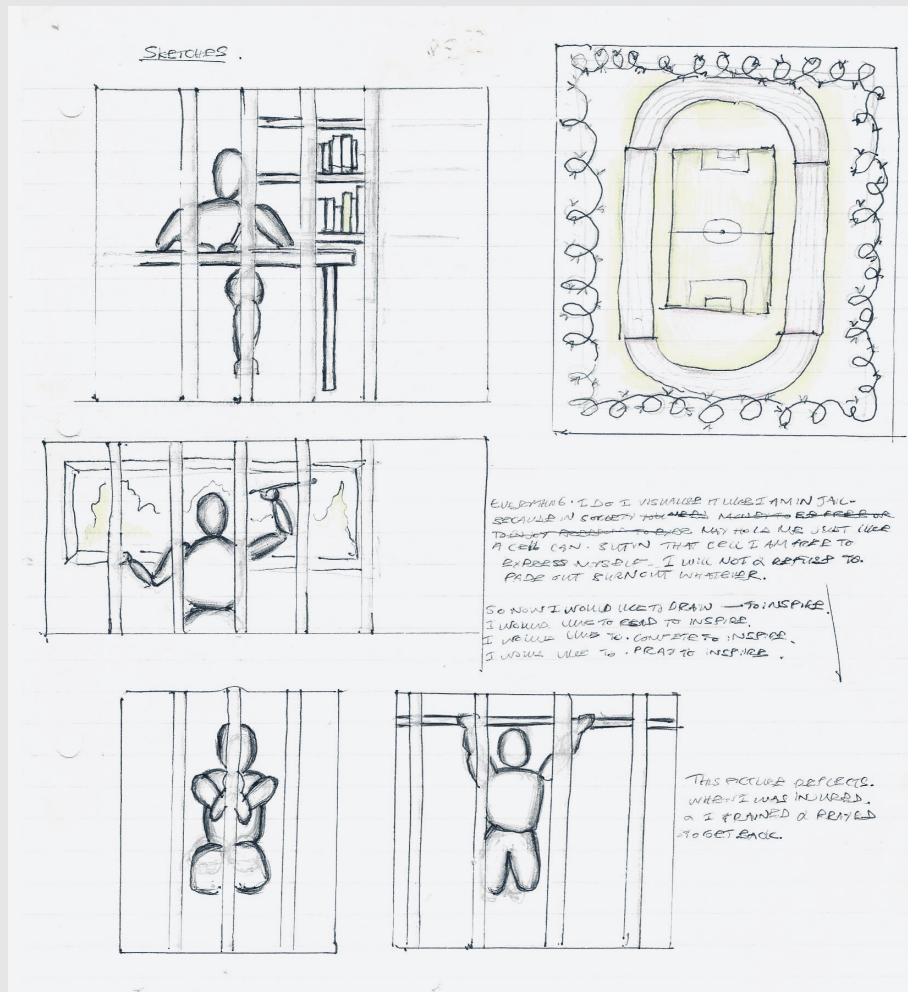
1. ....
2. ....
3. ....

**12. WHAT IS YOUR NEXT COURSE OF ACTION?**

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



# Questions Sheet



This [Questions Sheet](#) has been designed to provide you with immediate spiritual and emotional equilibrium.

It achieves this by taking you through a series of questions that encourage you to

- become aware of your deepest thoughts and feelings,
- remember what is currently happening in relation to the most important areas of your life,
- stay focused on visualizing and stating your goals, desires, and dreams on a weekly basis,

Among many others things.

## Question 1. What are you grateful for in your life right now and why?

No matter what is currently going-on in your life, spiritually, there will always be many things that you may still be grateful for. This question, therefore, is designed to shift your a consciousness from a possible sense of lack to a sense of abundance.

When answering this question, we encourage you to list as many things as possible. This will enable you to cultivate a positive and optimistic mindset. Which is essential in order to get the most out of this time management system.

## Question 2. What is your definite chief purpose in life right now?

This question was specifically taken from the bestseller [Think and Grow Rich](#) and [The Law of Success in Sixteen Lessons](#) both written by Napoleon Hill.

Hill found that having an answer for this question separates those who possess tremendous energy and focus, when achieving their goals, from those that do not.

Essentially, your life is about choosing a burning desire, dream, or goal that drives you into immediate action.

Formulating a definite major purpose in life will allow you to see, precisely, what actions and things are moving you towards it. And what, specifically, is pulling you away.

In the absence of having a definite major purpose, it becomes difficult to stop doing things that will cause you to regress or be meaningless in the wider scheme of things.

Therefore, it serves as a sort of compass that enables you to see whether a job, career, business choice, etcetera, work within your best interest in the long-term.

It is inconsequential if your definite chief purpose changes weekly. The most important thing is that each week you identify an immediate major objective that provides you with an above average level of energy and focus.

### **Question 3. How will you make your target daily income this week?**

This question was, in essence, taken from the book The 4 Hour Work Week by Tim Ferriss.

To discover how much money you would like to make on a daily basis. You must first determine what you would like to make for the year, the month, or the week. Then you divide this figure by 260, 22, or 5 working days respectively.

Asking yourself this question consistently, every week, will assist you to program and condition your subconscious mind. This is the part of your brain that remembers information and influences your behavior without you trying to do so. As a result, overtime, your mind will inevitably manifest ways for you to achieve your target daily income effortlessly.

### **Question 4. What are your 10-Year goals?**

Tying-in with the book Outsmart Yourself by David Lazear, this question relates to you creating a future timeline.

A future timeline is just a visual representation that shows a chronological order of things happening. Used in this context, we encourage you to think about, and list, what you would like to do with your life in 5 year stages for the next 20 to 50 years.

It is not so important that you accurately decide what to do in the future. Rather, it is about thinking deeply about what you would like to achieve, and who you would like to become as soon as possible.

This usually has the affect of revealing what you really hate doing - helping you to avoid carrying out any irrelevant actions, decisions, or indecisions today.

In light of the latest technological changes such as AI, we also recommend that you think about your next 10 years in the following three phase:

- 6 - 12 months (Short-Term)
- 1 - 3 years (Medium-Term)
- 3 - 10 years (Long-Term)

### **Question 5. How would you achieve your 10-year goals in 6 months if you had a gun to your head?**

This question has been constructed to encourage you to think outside-the-box. To consider all of the ways, conventional and unconventional, that you may be able to achieve your 10-year goals within 6 months. It was taken from the book Zero to One by Peter Thiel.

Did you know that many of the founders of super successful US technology startups asked themselves this type of question repeatedly? It helped some to become billion dollar technology companies listed on the US stock exchange within a few years only.

The intention is that by asking yourself this question, at the least, you may be able to discover ways to achieve your desired goals more efficiently, effortlessly, or rapidly.

### **Question 6. How will you make £500 million+?**

This question was inspired by the billionaires who seek to positively transform the world in some way. Those who see money as just a by-product of achieving their true purpose in life.

It is intended to encourage you to remove any common psychological limitations that may prevent you from acquiring a serious level of wealth.

To confront you with a truth: if what you are doing today for a living is, primarily, about you making money only then unless it will make you filthy rich - it is most likely just another thing distracting from achieving your true purpose.

Did you know that becoming filthy rich (£300 million+ in 2011) may be considered necessary in order to live a wealthy lifestyle without worrying about paying the inevitable expensive bills ([How to Get Rich](#) by Felix Dennis)?

#### **Question 7. What happens in this part of your film?**

We are hard-wired biologically to always be telling ourselves a story within our minds. Therefore, at all times, you will be depicting yourself as either a hero, heroine, victim, survivor, and so on within the story of your life.

Each moment, however, provides you with an opportunity to change your actions, self-image, and narrative.

Thus, the real question will always be... what do you want your story to tell? What happens in this part of your film?

For further exploration of the power of storytelling, we recommend you read or listen to [The Science of Storytelling: Why Stories Make Us Human, and How to Tell Them Better](#) by Will Storr.

#### **Question 8. How will you become more valuable this week?**

First, this question is designed to remind you that, regardless of your background, you can become a more valuable and practical person. And secondly, to enable you to hone-in and ascertain the specific actions that will allow you to increase your value for others, or yourself, in the next 7 days.

#### **Question 9. How will you be more efficient?**

This question is designed to encourage you to appreciate, every week, the importance of being efficient and highly productive.

If you intend to maximize your productivity and effectiveness, it will not be about how hard you work. Rather, it will be about knowing how to apply the least amount of energy and effort at the right time and place.

In other words, it is better to have 2% effort from 100 people (200%) instead of you working 100% till you are exhausted.

For an in-depth discussion, please read [Effortless](#) by Greg McKeown. It's about the importance of deliberately setting-out to make it easier to complete the things that matter the most.

#### **Question 10. What 20% will give you 80% effectiveness in your life?**

Taken from the text [The 80/20 Principle](#) by Richard Koch, this question highlights that in the world all things are rarely equal or perfectly balanced.

Instead, we will often find that the small things make the biggest difference. Changing a few of the little stuff over-here, so to speak, may have an unequal affect of causing some big stuff to alter dramatically over-there.

Thus, we encourage you to list as many small (20%) things as possible that are having, and will have, a tremendous affect on your overall productivity and effectiveness.

Typical examples may be carrying out weekly planning or turning-off of your phone notifications.

To further explore the implications of [The 80/20 Principle](#) in relation to how things work, identifying root causes of problems, spotting new opportunities, and much more; we recommend you read the international bestseller [Thinking in Systems](#) by Donella H. Meadows.

#### **Question 11. What is your next course of action(s) in your life right now?**

This question is designed to ensure that your weekly plan will always propel you towards being practical. That you are crystal clear about what, precisely, it is necessary for you to do. And you are moving at the least one-step closer in the direction of achieving your purpose; goals; dreams; desires; etc.

The previous questions on the [Questions Sheet](#) require you to think about, and list, numerous different aspects of your life and thoughts in an abstract way.

This has the natural effect of removing your awareness from the practicalities of your everyday life. Therefore, this final question is intended to bring you right back to reality.

Overall, once you have finished answering the Questions Sheet, you will now have a greatly improved sense of what you want to do in your life right now, and in the future. This may change in the coming weeks, however, we assure you that the most important thing is to obtain the relevant clarity and perspective today.

With your new or renewed self-awareness, it is now time to complete the second part of the workbook: the Action-List.

# WEEKLY PLANNING

ACTION-LIST  
dd/mm/yyyy

## HEADING 1

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

### SUB-HEADING:

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

## HEADING 2

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

## HEADING 3

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

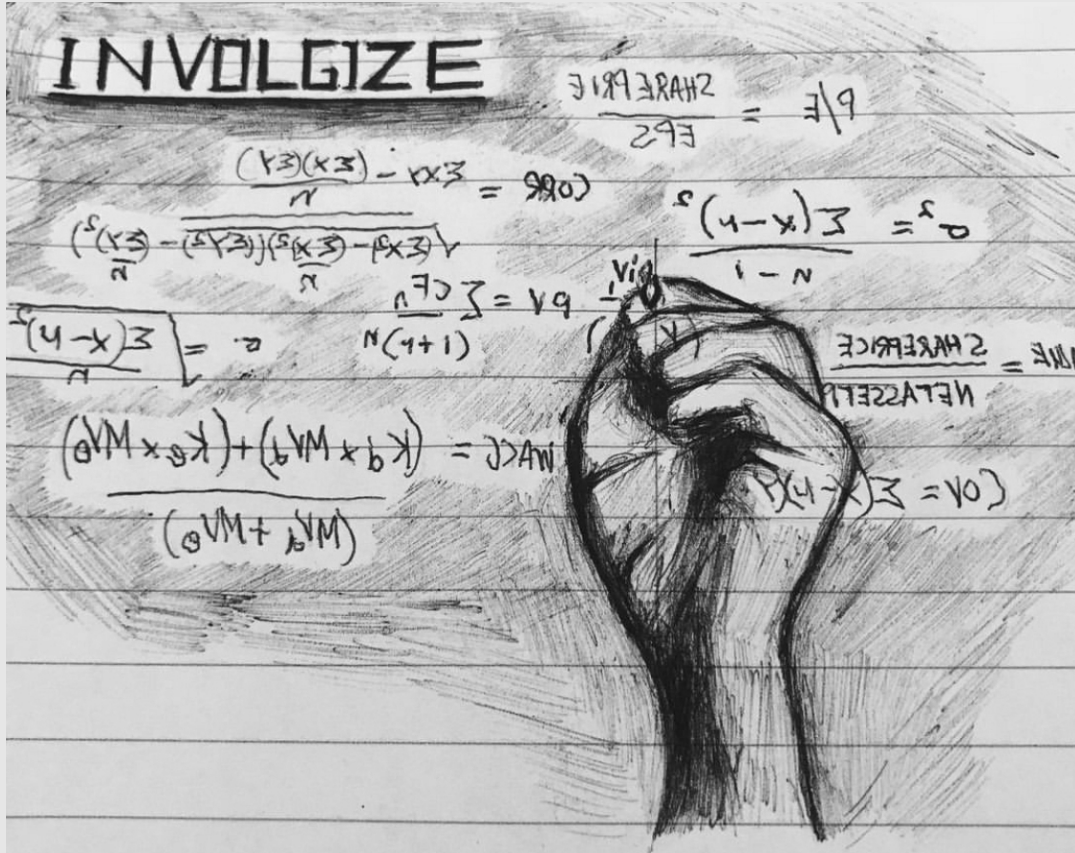
## HEADING 4

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

## HEADING 5

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

## Action-List



Typically, many of us do not write (type) down the things that we have got to do. The results is that our minds become clogged-up trying to remember everything. And, at the most critical times, we will struggle to recall all of the things that we must perform.

During these periods, any unforeseen emergency will guarantee that we forget to do something important – making a situation go, quickly, from bad to worse.

As a result of experiencing these lapses of memory, many people respond by choosing to think constantly about the things that they have got to do. They hope that by doing this it will ensure that they will never again forget to do anything important. This creates, however, a vicious cycle of overthinking.

In this mental state, it may take only one further unanticipated event to push us into total meltdown (stress). Therefore, as a matter of extreme significance, we advise you to write down everything you have got to do as soon as possible.

This will assist you to remain calm. To spend your time thinking about how you can perform at your best; rather than just trying to remember all of the different things you have chosen to complete.

To kick-start your process, please carry out the following:

1. Using a computer, mobile phone, online planning apps or software, pen and a sheet of paper, or whatever you prefer, spend 5 – 10 minutes creating a list of absolutely everything that you have to do in your life. At this stage, do not feel the need to write things down in any particular order.
2. Once you have create your entire list, start organizing the items into any categories that you feel will be relevant such as career, money, business, personal-development, family and friends, significant other, health, fun & leisure, and so on.

As part of the planning process, you will review your list each week in order to remove items that have been completed or are no longer desired, or add new items that you want to complete in the future.

Experience has taught us that, as long as you continue to carry out the planning process weekly, you will intuitively start to figure out and separate your outstanding tasks into those that are important and non-important.

That said, some of the leading books written about productivity will recommend further categorizing your list in other ways. [The 7 Habits of Highly Effective People](#), for example, will encourage you to separate your items into four categories: urgent and important, and urgent and non-important, non-urgent and important, and non-urgent and non-important.

We would argue, however, that the most crucial thing is to, first, setup a weekly planning process. Then, organically, seek to improve your planning system by learning from the best productivity teachers in the world for the rest of your life.



What is your Define Chief Purpose? / How will you make the Target Daily Income this week?  
 What are your 10 yr goals? / 10 yr goals in 6 months if gun to head? / How will you make \$500 million+?  
 What happens in this part of your firm? / How will you become more valuable this week?  
 How will you be more efficient? / What 20% will give 80% effectiveness in your life?  
 What is your next course of action in your life right now?:

..... (1) ..... (2)  
 ..... (3) ..... (4)  
 ..... (5) ..... (6)  
 ..... (7) ..... (8)  
 ..... (9) ..... (10)

**WEEKLY PLANNING SHEET**

Book Count: ..... (1)  
 Book(s) of the Week: ..... (2)

Spiritual Alignment:  
 1 ..... (1)  
 2 ..... (2)  
 3 ..... (3)  
 4

Financial Focus:  
 1 ..... (1)  
 2 ..... (2)  
 3 ..... (3)  
 4

Mental Focus:  
 1  
 2  
 3  
 4

Physical Energy:  
 1  
 2  
 3  
 4

Social Connection:  
 1  
 2  
 3  
 4

	Sunday ddmmyyyy	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning:	7 8 9 10 11	7 8 9 10 11	7 8 9 10 11	7 8 9 10 11 9am to 5pm	7 8 9 10 11	7 8 9 10 11	7 8 9 10 11
Afternoon:	12	12	12	12	12	12	12
Evening:	6 7 8 9 10 11	6 7 8 9 10 11	6 7 8 9 10 11	6 7 8 9 10 11 8 Hours Sleep	6 7 8 9 10 11	6 7 8 9 10 11	6 7 8 9 10 11
Early Morning:	12	12	12	12	12	12	12
	1	1	1	1	1	1	1
	2	2	2	2	2	2	2
	3	3	3	3	3	3	3
	4	4	4	4	4	4	4
	5	5	5	5	5	5	5
	6	6	6	6	6	6	6

Look In Diary:

	January	February	March	April	May	June
July						
August						
September						
October						
November						
December						

Miscellaneous Box:

1	4	8	Intelligence:
2	5	9	
3	6	10	
4	7	11	



# Weekly Planning Sheet



After you complete the Questions Sheet and the Action List, it is now time to pull all the information together and display the most important element of your life on one sheet.

Essentially, the Planning Sheet should enable you to see, visually, all of the most significant parts of your week in a single glance.

Acting similar to a cockpit of an aero plane, your Planning Sheet should operate as your control-station.


Metaphorically, it will house all of the most important buttons and levers that manage your life just like a pilot taking charge of the engines, wings, and landing gears all in one place.

For this reason, the Planning Sheet has intentionally been positioned as the final activity in regard to the entire planning process. In order to complete it effectively, you must again consider (collect) and think deeply (process) about the most important aspects of your life.

Consisting of seven different aspects:

1. Planning Sheet Questions
2. Book of the Week
3. Days & Hours of the Week (Sunday to Saturday)
4. Months of the year
5. Five energy boxes (Spiritual, Financial, Mental, Physical, Social)
6. Intelligence box
7. Miscellaneous

The Planning Sheet's main role is to help you to organize and present in a simple manner the information on your Questions Sheet and Action-List. As a result, it is highly likely to allow you to become extremely energized and focused whilst also being remarkably relaxed, calm, and balanced.

What is your Definite Chief Purpose? / How will you make the Target Daily Income this week?	..... (1)	..... (2)	
What are your 10 yr goals? / 10 yr goals in 6 months if gun to head? / How will you make £500 million+?	..... (3)	..... (4)	
What happens in this part of your film? / How will you become more valuable this week?	..... (5)	..... (6)	
How will you be more efficient? / What 20% will give 80% effectiveness in your life?	..... (7)	..... (8)	
What is your next course of action in your life right now?:	..... (9)	..... (10)	

## Planning Sheet Questions

Taking a slightly different approach to the Questions Sheet, we require you to complete the nine questions at the top of the Planning Sheet with limited space to type your answers.

This is because the Planning Sheet is, only, trying to provide you with a quick snapshot, and a reminder of the substance, of your planned-out week.

You are encouraged, therefore, to answer the relevant questions using the fewest number of words possible. The challenge is to produce short answers that may still capture the gist of your previous more sizable written responses.

Beneficially, this will cause you to further process, affirm, and condition your subconscious mind with the spirit and substance of your previous statements. And increase the likelihood that you will internally believe and manifest your stated words into existence.

That said, please feel free to also write an entirely new answer that may be different from your earlier responses to the same questions. As there is no overarching right or wrong way to complete the Planning Sheet.

Lastly, mimicking the Questions Sheet, the Planning Sheet questions move you from thinking in abstract about your big dreams and desires, to knowing in concrete exactly what may be your next immediate and practical step.

WEEKLY PLANNING SHEET	
<b>Book Count:</b>	..... (1)
<b>Book(s) of the Week:</b>	..... (1) ..... (2)

## Book of the Week

Reading (as well as listening to) books is still a key activity that separates many super successful people from those who are, just, materially wealthy only.

As a result, the top left corner of the Planning Sheet's, the prime real-estate for eyeball attention, is dedicated to recording the number of book that you have read to date ('Book Count') and your current 'Book of the Week.'

Completing 1000+ books in around 20 years (10,000 hours rule) is a core part of the Involgize multiple intelligence blueprint. This is because there will always be a big difference between the you that has read 10 great books compared to the you that has completed, just, one. Why?

Well, in general, a 250 page book usually contains about 30 years worth of its author's life experience. Therefore, reading 10 books x 30 years may grant you access to 300 years worth of knowledge and practical know-how!

Sunday <i>dd/mm/yyyy</i>	Monday <i>.....</i>	Tuesday <i>.....</i>	Wednesday <i>.....</i>	Thursday <i>.....</i>	Friday <i>.....</i>	Saturday <i>.....</i>
<b>Morning:</b>	7	7	7	7	7	7
	8	8	8	8	8	8
	9	9	9	9	9	9
	10	10	10 9am to 5pm	10	10	10
	11	11	11	11	11	11
<b>Afternoon:</b>	12	12	12	12	12	12
	1	1	1	1	1	1
	2	2	2	2	2	2
	3	3	3	3	3	3
	4	4	4	4	4	4
	5	5	5	5	5	5
<b>Evening:</b>	6	6	6	6	6	6
	7	7	7	7	7	7
	8	8	8	8	8	8
	9	9	9	9	9	9
	10	10	10	10	10	10
	11	11	11 8 Hours Sleep	11	11	11
<b>Early Morning:</b>	12	12	12	12	12	12
-	1	1	1	1	1	1
-	2	2	2	2	2	2
-	3	3	3	3	3	3
-	4	4	4	4	4	4
-	5	5	5	5	5	5
-	6	6	6	6	6	6

## Days & Hours of the Week

Most weekly planners live within organized economic societies that structure the working week from Monday to Friday with Saturday and Sunday considered the weekend. The Planning Sheet, therefore, contains all of the days and hours of the seven day week.

Specifically, this part of the plan is designed to allow you to see where the majority of your time is being allocated each day.

You are instructed, for this reason, to block out (colour-in) all of the hours of the week where you are required to be at work, school, university, and so forth. This includes the time that you need for sufficient sleep and rest.

As a result, the majority of weekly planners are shocked to discover that they have far less time than they realize to focus on achieving their goals and dreams.

Once your usual time commitments have been factored-in, you are highly likely to be confronted with a typical reality: if you do not do something to alter your use of time radically, you are almost guaranteed to not be able to develop yourself properly. In other words, you will not have the hours of preparation necessary every day to achieve your full potential.

Naturally, when facing this truth every week you will do something about it. You will, urgently, take the necessary actions each day, week, and month in order to gain back your time.

The reverse is also true. Without seeing exactly how much time you are losing every seven days, it becomes difficult for you to muster the right sense of seriousness, and will, to gain full control of your life.

It is common for weekly planners to, first, move from working full-time to part-time. Before someday, eventually, gaining full autonomy in regard to all of their hours.

Look in Diary:	January	February	March	April	May	June
	July	August	September	October	November	December

## Months of the Years

The Planning Sheet contains all of the months of the year. Each week, you must highlight the relevant month, and view the current week, in the context of what you desire to achieve from January to December.

In addition, you may have other diaries that contain specific information regarding your work, training, or study schedules. Thus, it is expected that whilst completing this part of the plan, you will consult and maintain your additional records.

Overall, the goal is to ensure that every week you are always 100% aware, organized, and ready for all up-and-coming demands, appointments, meetings, etc.

**Spiritual Alignment:**

1 ..... (1)

2 ..... (2)

3 ..... (3)

4

**Financial Focus:**

1 ..... (1)

2 ..... (2)

3 ..... (3)

4

**Mental Focus:**

1

2

3

4

**Physical Energy:**

1

2

3

4

**Social Connection:**

1

2

3

4

## 5 Intelligences (Spiritual, Financial, Mental, Physical, Social)



Did you know that, as a human, you need to derive your energy in life from several different sources in order to be fully committed to any task or activity over the long-term?

As discussed in the book *The Power of Full Engagement*, improving your performance, dramatically, will not be about controlling your time. Rather, it will be about managing your energy in relation to your spiritual, mental, physical, and social existence for the following reasons:

- **Energy**, not time, is the fundamental currency of **high performance**.
- **Energy** is the **X factor** that makes it possible for people to ignite their **talent and skills**.
- The performance demands of most people in their everyday lives far outweighs that of any professional athlete.
- Performance, health, and happiness are grounded in the skillful **management of energy**.
- The skillful **management of energy** makes it possible to achieve **Full Engagement**.
- **Full Engagement** is the challenge of great performance, and transforms you into becoming extremely effective personally and professionally.
- To be **fully engaged**, you must be (1) **physically energized**, (2) **emotionally connected**, (3) **mentally focused**, and (4) **spiritually aligned** with a purpose bigger than your immediate self-interest.
- To achieve great performance you must manage your energy more effectively in all of the four dynamics of your life.

Accordingly, the Planning Sheet contains five boxes. You are required, specifically, to set one to three goals within each box every seven days. And these goals must ensure that you progress towards

- (1) achieving your major purpose, and
- (2) obtaining sufficient energy, connection, focus, and alignment concerning your physical, mental, financial, social, and spiritual life.

It is extremely important, therefore, that you review these goals weekly. Not only must they be challenging enough, but they also need to provide you with the relevant benefits that you seek.

..... Intelligence:

## Intelligence Box

We highly recommend that you read (or listen) to David Lazear book, Outsmart Yourself!, for the following reasons: within the text, Lazear outlines eight different types of intelligence:

- Picture Intelligence
- Maths Intelligence
- Word Intelligence
- Body Intelligence
- Music Intelligence
- Nature Intelligence
- People Intelligence
- Self Intelligence

He encourages you to take an intelligence assessment that will reveal the differing strengths of your existing eight intelligences.

Because your intelligences are interconnected, Lazear argues that a great way to increase your overall capabilities will be to improve your weakest intelligences. Therefore, after taking the assessment, set one to three goals every seven days directly targeted at strengthening your weakest ones.

<b>Miscellaneous Box:</b>	4	8
1	5	9
2	6	10
3	7	11

## Miscellaneous Box

The 'Miscellaneous Box' is a catch-all section to include anything that you feel may not necessarily fit well within any other area of the Planning Sheet. This could include things like buying new clothes, grooming, paying parking tickets, and so on.

## Conclusion



You have probably heard of the saying... “the smallest things can make the biggest difference.” I would argue strongly that weekly planning definitely falls into this category. It is a 20% activity that can be responsible, easily, for 80% of your results.

In other words, one or two hours weekly planning will ensure that you use the remaining 166 hours of your week efficiently and effectively.

Carrying out all of the steps within this workbook, will allow you to effortlessly

- stop procrastinating,
- identify and remove distractions,
- generate a sense of urgency,
- know how to get more things done faster,
- acquire a real sense of satisfaction,
- experience an amazing feeling of personal power,
- achieve laser focus,
- show discipline,
- feel a true sense of peace and happiness with your life,
- identify the most important things,
- create large chunks of time to focus on the most significant things, and
- use technology and social media to further your goals.

In time, it can cause you to upgrade your skills and demonstrate phenomenal consistency, leading to you achieving great success.



If your weekly planning is thorough and consistent every seven days, then this will show throughout all of your daily actions and decisions.

Experience has taught us that if you have an effective weekly planning process up and running then your daily actions and decisions are highly likely to be efficient and most advantageous.

To put simply, your entire ability to master all area of your life (multiple intelligences) may hinge on how well you are planning your life each week.

### **Temporary**

This weekly planning system offers you a great head-start to perfecting weekly planning in the long-term. However, over time, we expect you to replace or convert it into a bespoke and fully customized system - specifically designed to meet your unique needs, wants, and desires.

Also, we encourage you to read the leading books in the productivity field such as [The Seven Habits of Highly Effective People](#), [Getting Things Done](#), and [Eat That Frog](#), to name just a few.

If you faithfully apply the information from these works to your life and circumstances in a never-ending process of mastery, you will dramatically transform beyond your wildest expectations.

### **Leadership**

The world has a shortage of effective leaders.

Many people are deeply depressed in their every day lives to the extent that some contemplate suicide. And you can make a difference.

By learning to carry out weekly planning effectively, you can, and should seriously consider, using your new know-how to help change the lives of others.

For this reason, strategically, weekly planning is one of the key areas where Involgize applies the most effort and energy when assisting people within our intelligence program.

It will enable you to act as an effective accountability partner. Promoting self-sufficiency and independence, it will prevent you having to spend numerous hours coaching or mentoring a person for months or years to have a life-changing affect.

The marathon continues...

### **#involgize**