

## Lesson 14: Using A Planner

### Video Transcript

Welcome to another Time to Change video by The Practical Disciple. I am John Arnold and the tip that I am going to share with you today is that **you need to keep everything...all your organizational stuff...in one place**, so that you don't lose anything and so you aren't always having to look for it. What I mean by everything in one place are the things that I have mentioned in other videos, such as, an unfinished task list, your five before eleven list that you write each day, your goals, those kind of things and also contact information for people, notes that you need to make through the day...all of those organization tidbits, you want to keep them in one place.

**Now you can do this by creating your own system using a three ring binder and adding to it a page for your goals, a page for your unfinished tasks, appointment pages, contact pages, etc. I would not bother doing it that way because there is a tool out there that I have referenced in many of the other videos that you can pull off of the shelf and put to work immediately.** It is a main stay for me and I want to show that to you today and talk with you a little bit about it. That is **the 7 Minute Daily Life Planner.**

This was put together by a friend of mine Allyson Lewis, who is kind of a productivity guru. She is really great at what she calls prioritizing, organizing and simplifying. A lot of tips that we have talked about in this series are those kind of tools. **I use her system because it really simplifies and pulls everything into one spot in a way that I have not seen in any other organizational system.** I have tried a bunch of different ones and this is the best that I have found. I am just going to walk you through it today so you have a sense of what it is like. There is a link in the email that I sent with this lesson. You can click on that and find out more or order one.

**What I like about Allyson's resource is it is not just a calendar. It is really just a life planning tool** because it covers 90 days and in the front you have sections for, first off, identifying your purpose. You take some time to reflect on your values and write out a purpose statement and what you love to do and list words that are strong purpose words in your life. Those pages are there to help give you a vision for how you want to be spending your time. Once you have done that there are pages for personal

goals, work goals, and financial goals. On those pages you figure out the action steps you want to take to move toward completing those goals.

There is also in the front, pages for creating an unfinished task list for work and for home. On those pages you can create a master list of all of the things that are floating out there that you haven't gotten done and you need to attend to. There is also a calendar in the front to help you begin to strategically map out your year.

**But, the real meat of the planner, the part that I use the most, and that I want to take a few minutes to talk about are the Daily Progress Report pages.** There are two pages for each day during 90 days. On those pages there are about ten different areas of information. You may not use all of these at once, but I highly recommend that you use a few of them at a time and get really good and solid on them and then layer in more.

There is an area for listing daily contacts, an area for listing the 5 before 11 tasks that I am going to work on. There is an area for 7 minute life connections. I haven't talked about that but Allyson explains it in her planner. Those are relationships that you want to develop or nurture. There is a place to list the unfinished tasks that you want to work on during that particular day. There is spot for tracking finances. We haven't talked at all about finances in this video series, but in her planner there is a place to keep daily tabs on your spending.

A block down at the bottom of the first page is a fantastic help for improving your physical health. Allyson has eight little water glass icons you can check off through the day in order to keep track of whether or not you are staying hydrated by drinking water. Just doing that alone has given me a lot more energy. I have weeded out almost any soda, tea or coffee. I just drink water and I feel a worlds better. I have a lot more energy.

The planner also has blocks for tracking sleep, exercise, reflection and reading. I write in those blocks and make little notes. You could just check it. I put down how many hours of sleep I got because that is a little personal demon for me that I have to stay on top of. It's easy for me to run late into the night and not sleep well. I am sleeping more consistently just by having that box there staring me in the face and holding me accountable on my sleep. There is also an area for tracking meals and snacks.

Then there is this one box that is very important and I talked a little bit about this when I talked about evaluating your day. She asks the question. “Did I do what I said I would do today. You check ‘yes’ or ‘no’. It is a very easy evaluation tool.

On the second page there is a place to schedule appointments. Allyson really encourages people to write thank you’s everyday to folks. We didn’t talk about that but in the planner there is a place to list the people you want to thank. There is also an area for tracking voicemail messages. You can record names and numbers of people you have contacted. And then there is this big block at the end of the day. I think Allyson uses that for a catch for notes throughout the day. I do some of that but I actually use that block to write and evaluation every day, or at least part of that block to evaluate my day, to look back and ask myself, “What did I do well? What did I do poorly?” From that I decide what to do differently the next day.

So, that is Allyson’s tool in a nutshell. Once again, it’s called the 7 Minute Daily Life Planner. It’s 90 days. I have a link on my lesson page that you can use to order one. So anyways, that’s the 7 Minute Life Daily Planner. It helps me keep everything in one place. Honestly, **this has been the tool that has taken me from having a to do list to being done with things. It has been the functional difference between whether I am busy or whether I am productive.**

In the first 30 days I used one of Allyson’s planners I doubled my blog traffic. I became much more fit than I have been. I started consistently working out because I had something visually prompting me to do it. The planner kept me accountable on working out. Those are just a couple of benefits that I experienced in the first 30 days and I knocked out a 11 of 25 unfinished tasks that had been laying there for months in my life.

**So, keep everything in one place. If you don’t use Allyson’s system, go out and get a binder today and put everything in one spot.** If you get one Allyson’s planners, I am going to say, when you get one of these, because I think you would be crazy not to, take time and be sure not to jump past those first pages. It is really critical that you take time to figure out your purpose and your goals because that really needs to drive everything on the progress pages. So, that is my tip for the day, get everything into one place. If not with Allyson’s system then create your own today. It’s going to take a lot of

stress out of your life to have it organized into one place and make you far more productive. I will see you in the next video.