

## HOW THIS PLANNER IS SET UP

Imagine you are about to start your first solo trip. Your car is packed up and ready to take on the journey from Los Angeles to New York. You start the engine and you're off! First stop: the Grand Canyon.

About two hours into the trip, you realize you're lost. You fumble around for your map and freak out for a moment realizing you've forgotten it. You shrug it off and keep driving Northeast, the general direction of your destination, telling yourself you will get there eventually.

Before long, you get distracted by another place and never actually make it to the Grand Canyon.

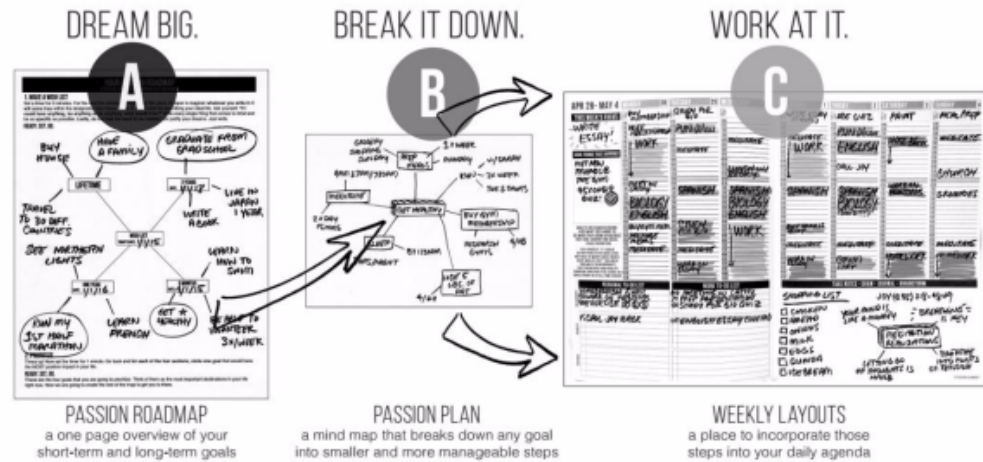
Many of us treat goal setting this way; we dream and think about where we want to go, but don't have a map to help us get there.

Passion Planning is a process that helps you create that map.

It takes your abstract goals, breaks them down into more manageable steps on paper, and gives you a way to integrate those steps into your daily life.



## PASSION PLANNING: TYING IT ALL TOGETHER



## WHY WRITING WORKS

Think of your mind as a juggler and the thoughts that occupy your mind as balls.

The more balls your mind must juggle at one time, the more strain you put on it and the more susceptible you are to becoming overwhelmed and dropping everything. When you write your thoughts, things to-do, goals, anxieties, etc., onto paper you effectively place that "ball" down.

After putting down all of the balls, you can then pick and choose which one you want to focus on.

Lastly, writing these things down in one place also assures you that no matter when you want to revisit that thought, you will know exactly where it is.



## WHY PRIORITIZING WORKS

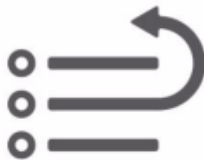
Working off the last metaphor, imagine that each of the balls were assigned a dollar value. One ball is worth \$1000, three are worth \$100, and five are worth \$1.

You are told that if you are able to juggle as many balls in the air for one minute, you will win the assigned value of the balls. The only catch is if any of the balls touch the floor at any given point, you will win nothing. Which balls would you choose to juggle?

Obviously the \$1000 ball, and if you're a seasoned juggler, maybe a couple of the \$100 ones. But why not play it safe and just hold the most valued \$1000 ball for one minute? The smartest strategy seems pretty obvious, but most people do exactly the opposite when it comes to their tasks and priorities. They pick up all of the balls, toss them up in the air, and scramble to keep them from dropping, splitting their attention by treating the important and trivial tasks as equals.

When faced with the decision to complete a task, ask yourself, "Is this action getting me closer to my goals?" If not, have the self-control to choose NOT to do it. Prioritizing takes a little extra thought and effort, but if done right, this extra step will pay dividends.

It may be hard to hone in and focus on what's important, so I've designed this planner to give you a space every week and every day to determine what you should be focusing on during that time period. Each day, ask yourself: "If I could only do one thing today, and still feel like my day was successful, what would it be?" and write it in your "Today's Focus" box. Aim to get your "Today's Focus" task done every day and you will find yourself living a happier and more fulfilling life.



## B PASSION PLAN EXAMPLE

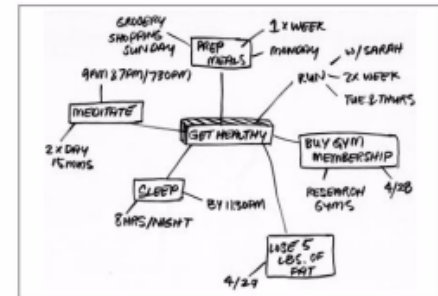
### HOW DO I CREATE A PASSION PLAN?

STEP 1: Write down any goal in the middle of the page.

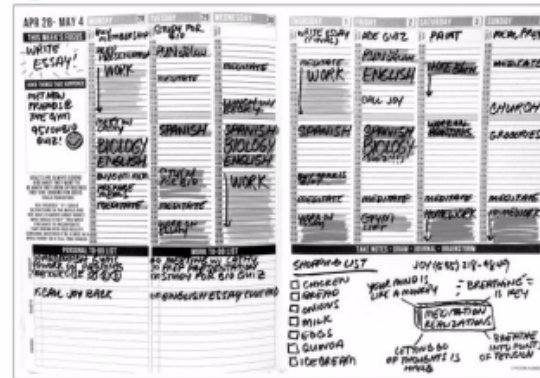
STEP 2: Write down as many necessary steps you must take or tasks you must complete to get you to your goal.

- STEP 3: Go back to each step and add details to make them more:
- Specific: With whom, where, when?
  - Actionable: Ask yourself, can you assign this to someone else? If not, what details can you add to make that possible?
  - Measurable: How many, how often, or how much?
  - Time Sensitive: Assign a deadline to each.

STEP 4: Now write these tasks and the corresponding due dates in your weekly layout. Throughout the year, use these as checkpoints to keep you on track.



## C WEEKLY LAYOUT EXAMPLE



### WEEKLY PASSION PREP ROUTINE:

Pick one day out of the week (preferably Sunday or Monday) where you set aside 30 minutes to 1 hour preparing for the week ahead.

STEP 1: Input all of your mandatory appointments in your appointment calendar including classes, work, doctor's appointments, etc.

STEP 2: List all of the to-dos of the week in order of priority, including steps from your Passion Plan.

STEP 3: In the box to the left of the task, write how many minutes it should take to complete the task.

STEP 4: Starting with the highest priority, write the tasks in appropriate time slots into your agenda.

STEP 5: Fill in each day's focus and decide what the one thing that needs to get done this week is and write it in your "This week's focus" section.

EXTRA CREDIT: To best prepare for the next day's activities, spend 5-10 minutes the night before reviewing what is on tomorrow's agenda, making changes as needed.