

15/10/5 Planning Process

15 MINUTES - BEGINNING OF THE MONTH

- Revisit your goals. What progress did you make last month? What do you need to do this month?
- Review appointments and life events for the month.
- Schedule action steps for goals and preparation for appointments and life events.

10 MINUTES - EACH WEEK

- Review what went well the week prior and what didn't get done. Move forward anything that is still a priority.
- Review what is coming up for the week. If there are any schedule issues, take time now to move, modify or cancel appointments.
- Schedule key tasks (workouts, goal action steps, etc.)

5 MINUTES - DAILY

- Review the schedule for the day.
- Determine the critical few for the day. What 2-3 tasks must get done today to move you closer to your bigger goals and overall life satisfaction?