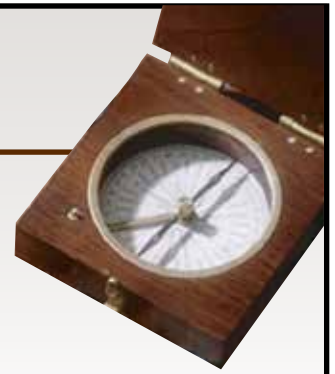


The Productivity Principle of Effective Planning



“Any enterprise is built by wise planning.”
Proverbs 24:3

Underline the key concepts found in this principle.

We should live our lives as though we may die tomorrow, yet plan as though we may live to be a hundred. Very few things are ever achieved without a vision of the future and a plan of how to bring it into existence. Most of our life can turn out to be as we envision it if we have used wise planning. Without a plan, our life carries on without accomplishments or the sense that we matter or have significance.

For our plan to be successful it must contain a vision, have a purpose and implement a strategy of how we are planning to achieve it. Without a plan our dreams will lay dormant. We won't be able to think with clarity about our personal desires, about those we love or even our business and career because our life will be directed by others. A vision gives our life purpose and demands a plan with specific goals to carry out that purpose.

One of the most fulfilling aspects of our lives is to experience achievement. All good plans have short and long-term goals which have time allocations and achievement dates to measure our progress. This becomes a game plan with responsibilities and rules to follow. Imagine playing basketball without a hoop, or baseball without bases. We could never decide whether we are winning or losing or know whether we are performing well or poorly. There is no way to measure our progress if there are no plans and goals for the game. It is hard to enjoy a vacation without a realistic plan of where we are going and how much it will cost. The plan is what

causes the excitement. The plan will show us how and when to get there, where we will stay and what we are going to do while we are there. Having plans and completing goals makes life interesting and fun.

Not everything we plan will work out, but at least we can measure according to our plan and then readjust. If we build on values which will produce good character while we are in the process, we will be very successful.

BENEFITS

1. Life will be more rewarding. When you plan, life will become strategic, an exciting game, bringing fulfillment that will raise your self esteem. The excitement of the plan will become the center of your interest pushing you to climb higher levels of realization and personal rewards.
2. Your life will be more orderly and meaningful with the possibility to be promoted to higher levels and more important projects.
3. You can measure your progress and the plan becomes the rules to follow, a game with particular responsibilities.
4. You are seen as an effective person, simply because you know where the goalie's net is to score in the game of life.

If you don't know where you are going, any path will take you there. Planning is like aiming at a target. Setting good goals means practicing, advancing and following the steps of the plan. When your mind is focused on

Action Plan for Effective Planning



the purpose, you will have a good chance of reaching most of your goals.

STEPS TO FOLLOW

1. Have a vision. When you have a vision, you will be looking for all possibilities and your mind will be focused on the purpose. All your effort and energy will seek after that which you want. Vision is the foundation of planning.
2. Explain the vision. The vision will then become your purpose. After you have a clear purpose, you recognize it as part of your daily life.
3. Have a strategy. Strategies are important to help you fulfill your plan because the vision is reinforced and you are motivated. Remember that good plans have short and long term goals with deadlines for each.
4. Be realistic about your plan if it is achievable. Use common sense when considering the resources needed and maintain a good budget.
5. Make sure your plan is maintainable after it is achieved. If you can't maintain it, it will lose its value.
6. Each day wake up thinking about how you are going to work out your plan.
7. Look ahead and picture what you may become at the end of the process. Identify any bad habits and change them now.

8. Set realistic time frames during the week to be dedicated to the plan. Consider the effect it will have on your family and friends.

Plans are like the landing gear of an airplane, without them the dreams have to remain in the air.

Remember... thoughts produce actions, actions become habits, habits form our character, and character determines our destiny!

REFLECT AND RESPOND

1. What do you want to achieve or become?
2. How do you plan to achieve it?
3. What barriers do you see to creating plans for your dreams?
4. Are your daily and weekly goals connected to your plan?

Evaluate yourself from 1 to 10	1	2	3	4	5	6	7	8	9	10
Why did you give yourself this rating?										
What benefits will you obtain by raising your rating?										
What specific action can you put into practice to test the benefits of this principle?										
Check list for the daily reading of this principle	M	T	W	T	F	S	S			

Completed

Not completed