WEEKLY PLANNER

Positive Focus (top 5-10 accomplishment from last week - *Be mindful with the positive focus and goals:  when you write them down, visualize them, think them, feel them, hear them, know them and give them your full attention. Otherwise, you're missing the whole point of it.)*

Purpose - what do you want to accomplish?

* *The five freedoms:*
	+ *Time*
	+ *Money*
	+ *Relationships*
	+ *Health*
	+ *Purpose*

Importance - what's the biggest difference this will make?

* + *Increased happiness*
	+ *Increased peace of mind*
	+ *Increased energy*
	+ *Optimal use of my time on this planet*

ALL LIFETIME / 10-YEAR / 5-YEAR / 1-YEAR GOALS

GOALS FOR THIS QUARTER

CRUCIAL RESULTS FOR THIS WEEK

*A simple way to ensure you are focused on what matters, from James Clear:  Imagine everything gets wiped. You inherit no tasks or responsibilities from your past or present. Then, add back only what you miss.  Choose what to add to a blank slate, not what to keep from a full plate.*

*The ones that come to mind now:*

MY COMPANY ROCKS (EOS)

Task Parking Lot

|  |  |
| --- | --- |
| Urgent and important | Important but not urgent |
| Urgent but not important | Not urgent and not important |

SIMMERING (i.e. deferred):

DELEGATED:

Friendly reminder:

What are the 20% of people, activities or events that produce 80% of my peak emotions, results? Which ones create disproportionately positive outcomes?  What makes for a good day?

What are the 20% of people, activities or events that produce 80% of my poorest emotions and results?  Which ones create disproportionately negative outcomes?  What makes for a bad day?