

A light blue silhouette of a world map is centered on the page, serving as a background for the title text.

Inspecting Plans Worksheet

Planning is important in everything we do.

End of Day

Determine what you have _____ and what has to be done the next _____.

Night Before

Allows _____ in a quiet, less stressful time at home, away from all of the chaos and _____ of the day. You can also _____ - _____ a plan that was developed before you left the office.

Weekends

Planning on Sunday evening when you are already thinking about _____.

Plan the Week, Not Just the Day

Block out the entire _____. Fill in the _____ later.

Plan the Month, Not Just the Week

Since you are already devoting time to planning, plan the entire _____.

Hard vs Easy Tasks

Do the _____ things first thing in the morning when you are _____ and plan to do the easy tasks at the end of the day.



What, How Much, By When?

| Weak Commitment | | Stronger Commitment | | |
|-----------------|--|---------------------|-----------|----------|
| | | What? | How Much? | By When? |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

Take Away Action

