

## *Day 4: How Do You Put This Into Action?*

Congratulations for completing your *Chief Aim* process. Whew, that was intense! You are so far ahead of most people and so much closer to your goal. So if you're experiencing what most of my client's are experiencing, it's called overload. So just breathe and we'll make more sense on how to make this work in your life.

The problem with most goals is that we want to put our best effort forward and challenge what is possible for ourselves. When we look back at our *Chief Aim* (remember, a bit hairier than your typical one year goal) we may freeze up by over-thinking it. We call this over-analysis paralysis! Now's the time to introduce the process of chunking.

Chunking-down to be specific, is the process of taking a project, idea or goal and breaking it down into manageable parts. Much like the idea that the first step of a 1,000 mile journey begins with literally the first step. The same idea applies to chunking-down your *Chief Aim* into chunks of 90 days or to be exact, 90 Day Action Plans. You have four 90 day periods within your 1 year *Chief Aim* plan. Scientifically you could look at your *Chief Aim* and divide your results into four mini results and call them milestones. This method can be applied this way for certain projects, especially projects that involve a team effort that needs more management actions. If your *Chief Aim* is for your eyes (and your coaches eyes) only, then you may want to take the following approach.

Take a look at your *Chief Aim*. Read it out loud. Close your eyes and choose what is the first thing that you need to do to take your first step on your journey towards accomplishing your 2018 Chief Aim. Write down the main goals. Once you are clear to the objective that you need to take toward your 2018 Chief Aim, now write it as a goal statement.

Just like the five steps that we did for your Chief Aim:

1. Answer "what" do you desire for this 90 days to get started on your chief aim.
2. Be specific and measurable in you 90 day goal.

3. Begin with the two words, "I am..."
4. Include emotional words to reflect how you'll feel to have completed your 90 day plan.
5. Write in the present tense as if you are reading it at the conclusion of your 90 day plan and that it has been done and is complete.

NOTE: You only have to do the first part of the goal setting process (four parts for your 2018 Chief Aim goal), you've already done the rest of the work when you wrote it out for your Chief Aim.

Now revisit your list of solutions, pull from that list the actionable items that will help you accomplish your 90 Day Plan. Remember, your 90 Day Plan is already tied into your Chief Aim and so are your solutions. You are not starting over, just chunking down what actionable items go first on your plan.

Now list these actionable items in the space supplied (see next image). You will write between an average of six to 10 main actionable items that need to be accomplished during the next 90 days.

Be aware that you have 12 weeks within any 90 Day Plan. So this gives you the opportunity to plan one main actionable item per one to two week period. Let's write your list of actionable items in your 90 Day Plan below.

Great job once again! Post this 90 Action Plan near where you do your weekly planning to once again, keep it top of mind. This first 90 Day Action Plan is in these notes. I've enclosed a template on the following page and a link to retrieve a pdf copy to write in your 90 Day Action Plan

<https://www.ceochefconsulting.com/90-day-plan.html>

***My First 90 Day Action Plan -***

***Months \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_, 20\_\_\_\_\_***

***My 90 Day Goal***

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***Actionable Items:***

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