

Day 5: How to Make Every Day a Productive Day?

Whew, you did it! Congratulations, you made it to Day 5 and you ready to take action in making your 2018 your best year yet!

A little disclaimer up front. Yes, it does seem like a lot of work. I mean, you've just experienced what 95% of the population does not concern themselves with, planning the outcome of there life! So you are the 5% determined to create a life of what you desire and not of what ends up falling in your lap.

I promise you, this process will get easier as you continue to experience it. The hardest part is really behind you. Remember, you won't need to come up with another Chief Aim for another year. And your 90 Day Plan, well, that's only four times a year spread out ever three months. That is all behind you. Now all you have to do is take from those 90 Day Plans to make your weekly plan.

If I were to use an example of each actionable item represents a child's building block, your 90 Day Plan might look like this:

Beginning 90 Day -7 Actionable Items

First Week of a 90 Day Plan

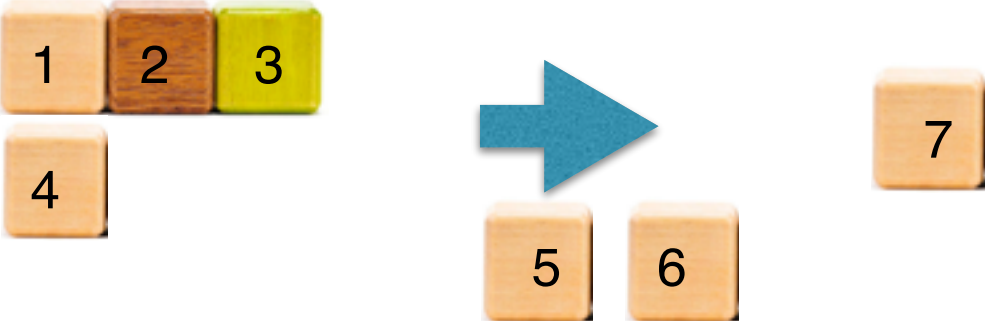


Figure 1

Second Week of a 90 Day Plan



Figure 2

The numbered blocks above represent one of the actionable items on your 90 Day Plan list.

An example might be:

1. Make 10 calls per day past clients
2. Take a linked class to learn about social media
3. Grow contacts in LinkedIn
4. Write scripts for new LinkedIn contacts
5. etc...

So every week, you look at your list of actionable items to complete from your 90 Day Plan (see Figure 1), and just like these wooden building blocks that represent a possible actionable item, we move it over into the next week within our weekly plan. Some weeks, we are not quite done with item #7, but will be done before the week is out, so we add into the week, actionable item #6 (see Figure 2). So it is a flow from week to week, day to day, in the correct actionable order that you (and your coach) determine needs to happen next to accomplish your 90 Day Plan.

Your goal is to plan once, at the beginning of the quarter and develop a 90 Day Plan, then every week, keep moving those actionable items over to each weekly plan. Some blocks may represent an on going action like making 10 client calls per day. Some action items may be completed in one or two weeks. So when they are complete, they get put away into your toy box! Just kidding, these blocks are taken off the weekly plan list and in it's place is the next actionable block moved over.

The next paragraph will explain it in more detail.

Weekly Plan

Now the chunking-down continues. Once a week you'll give yourself 17 minutes of planning time for your week. This time to plan makes the difference between having a great week of production and just running on the human hamster wheel!

Now you've got 12 weeks within each 90 day plan. Take in the consideration that you'll have emergency life things pop up, any travel that you may have to do and maybe some personal time to recharge your batteries and reconnect with your home team. This is why you don't want to overload yourself, especially at the beginning. It's all about building momentum and getting results, not just keeping busy.

Look at your 90 Day Action Plan. Some items need concentrated attention while other items are a weekly function.

Here is an example of a weekly function for one of my action plans. I have listed for my current 90 Day Plan to close 18 new client team building events and 8 new events from old clients. That means that I have to schedule specific days to talk to my old clients, call new clients, and call joint venture partners. I may make Monday afternoon old client call day, Tuesday morning new client calls and Wednesday morning joint venture client calls. That will continue for every week for the full 12 weeks of my 90 Day Plan. On the other hand, for a concentrated effort, I may need to complete a deliverable item like this Action Guide. I find that it's more productive to schedule deliverables in four hour chunks of time to maximize my writing mindset. And because it's not a direct income generation activity that I plan during business hours, I need to schedule writing time after hours, before hours or during the weekend.

Also, when you plan your week, say on Sunday afternoon when I typically do my weekly planning, I first write down my intentions for the week. Using the previous information I may write, "Call 10 old clients", "Call 10 new clients" and "Call 5 joint venture partners". I'll also add 2 hours of writing towards completing my Action Guide Thursday evenings and Saturday morning. Done. I've got my plan. I know what I need to do for this week, but not for every minute of every day. This gives me more freedom to adlib and work on what is more pressing or beneficial to my business schedule.

Creating a Daily Action Plan

Some people may think I'm getting too specific in my planning. So before you do, let me ask you a few questions:

How do you currently spend your time?

How many hours do you spend watching TV?

How many hours do you spend checking emails?

How many hours do you spend on YouTube?

How many hours do you spend at networking events?

How many hours on Facebook?

How many hours do you engage in idle chatter?

I think you're getting the idea. And by the way, I'm guilty of watching one too many cute puppy videos on YouTube as well.

The point is that an idle mind is the devils playground. If we go back to the beginning where we started, I don't see anywhere on your Chief Aim desires about wasting time and watching YouTube videos so if you are one or two of those people that likes to complain about this is too much planning I got three words for you, "Get over it!" What is more important, a quick fix, short term satisfaction or the fulfillment of achieving your life objectives?

That's what I thought. If you've invested five days already, then you are that type of a person who'll do that extra effort to do it right so you get what you desire. Good for you!

I like to plan my day at the conclusion of my business day for the next day. Everything is a carryover day to day, week to week and 90 day plan to 90 day plan. See how it operates like a free flow that works on continued momentum with the least amount of wasted time. Anytime that you want as down time or fun time should be scheduled into your day. So here are the daily questions you want to ask yourself and the amount of answers for each. I want you to keep up your momentum. But I don't want you to be overwhelmed and discouraged:

- What are the critical activities I will focus on and do today? 2 items
- What are the urgent activities to focus on today? 2 items
- What are my important high impact and/or high income producing activities? 5 items
- What can I do if I have time? 4 items

The following is a sample daily results planner. Copies found online at: <https://www.ceochefconsulting.com/90-day-plan.html>

Creating Daily Success Rituals



The power of creating daily rituals is what connects you to your purpose and your *Chief Aim* and keeps you in the present.

I schedule this time into my day because it's that important. This is what it consists of:

- My daily meditation & affirmations
- My daily recitation of my purpose and *Chief Aim*
- My daily gratitude and dream journal
- Walking, stretching, resistance exercise or movement

The definition of a ritual, according to Merriam-Webster, is a series of actions or type of behavior regularly and invariably followed by someone. So because of this, it can be done at any time of the day, but it's preferred to do as soon as you rise in the morning.

For me and many of my clients, by doing this in the same place, at the same time, anchors your day to your purpose and protects you from losing focus on what is important to you.

Daily Meditation & Affirmations

What a great way to begin each and every day. The action of meditation is common among results driven people, heads of organizations, go-getters and in general people who want to focus on stress reduced living. There are many forms of meditation and all have their merits. I have experienced meditations from being still and focused on a candle light, patterns in a rock or a mandala design. I've used Buddhist chants that would go on for over an hour in time to achieve the state of nirvana. But the method that I currently use and find perfect for my life is the following method.

First I should describe what I refer to as perfect for my life. Any form of meditation must first work, meaning it interrupts my thought process and forces me to be totally present within myself. It doesn't require background music to get me to that present state of being. Don't get me wrong, I love meditation music, but it's one more piece that requires me to get ready to do meditation. I just want to do.

Meditation for me needs to keep me focused on being in meditation. For instance, when I would be still and try to wipe my mind of any thought of the day. I would quickly begin to let my mind wander and start thinking of my actions for the day which is exactly what I didn't want to do. I liked the Buddhist chanting but found it was too long in time which meant I would only do this chanting when I had time which was never. So to sum it up, I like to focus on something actively like chanting. I like it to last 10 to 15 minutes in length. I like how it quickly puts me into a present state of being. All of these meditation attributes have brought me to this particular method of reciting 108 times the following words, "Dream Heaven". You will inhale on the word "dream" and exhale on the word "heaven". Use 108 pieces of anything, pennies, beads, even dry garbanzo beans so you're focused on the meditation process and not actually counting. I'll store me beads and have them ready every morning so I don't have to start from scratch with a new set 108 items every day. When I recite the words "dream heaven" it gets me focused very quickly and effectively. Try this method if you like or stick to the method that works best for your personality and time availability.

Affirmations

As you complete your meditation sequence, immediately continue into your affirmations. Affirmations are nothing but deep self talk that help condition how you choose to think. If you really consider this, we are overly conditioned everyday for things that we don't want or care about in our life through unwanted ads. Now it's time to take back control of what we put into our head and hearts by using affirmations that go deeper into our psyche by reciting them directly after completing our meditations. What do you say in your affirmations, you ask? I like using some general affirmations to set-up the day. One general affirmation is "Everything happens for a reason and it benefits me" or "Everything I ever need I have within myself". You also want to include affirmations that begin with the two most powerful words known to man, "I am". A general affirmation that includes "I am" is "I am grateful for all of the business that my clients bring to me" or "I am a great listener that hears the meaning beyond the spoken words."

A great opportunity to use affirmations that help you specifically is by turning to page 18 in your Action Guide and access your obstacles in your *Chief Aim*. Even though you are dealing with your goal obstacles with the solutions that you created, this next process will take it to another level. Take your obstacles and transform that obstacle statement into an empowering affirmation.

I'll use an example from a few of my clients. A very popular obstacle that I encounter is "I have no time!". We now express it as an empowering affirmation by saying, "I am a master time manager and have all the time I need to accomplish what I want." Another reoccurring obstacle that I encounter is "I am a poor public speaker" or "I am scared to speak in front of groups." We transformed those statements to, "I am an powerful, effective speaker that touches the hearts of my listeners" or "I am excited and focused when I speak in front of groups."

Now guess what is next for you? You got it, go back to those obstacles that you wrote on page 18 of this Action Guide and transform them into empowering affirmations.

While you're transforming these obstacles, if you start thinking of any other

empowering statements that would make a great affirmation that begins with “I am”, please write it now.

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