

## Plan to Get the Most from Every Day

Plan your year, each month, each week and every single day.

Live every day on purpose by ensuring you are working towards your vision. When I ask people where they want to be in a year, most say they want to be in the same job and some add 'being more confident'. When I ask where they want to be in 5 years, only those who are living on purpose, those who have a plan for their life, have an answer. It is so important that we get beyond doing and plan what we want to 'be'. It starts with taking control of how you spend your time. As we climb the leadership ladder, we need more longer-term thinking time, more planning time, more visioning time.

In every aspect of your life, stop leaving things to chance and allowing others to determine how you spend your time. Stop reacting to people and situations rather than taking control and actively planning how to spend your time most productively, in the direction of your purpose and goals. Of course, there will be unexpected situations that need your attention – but are they all really crises? Do they all need your personal attention or with a little bit of guidance and support, can they be handled, just as effectively by others?



When scheduling your diary, put in your 'big rocks' first – identify and schedule the most important tasks first. <https://resources.franklincovey.com/the-8th-habit/big-rocks-stephen-r-covey>. Stephen Covey challenges a senior executive to fit in big rocks when the glass jar is already full of pebbles or the 'stuff' that creeps up to distract us every day. Of course, she cannot fit them in – just like we don't get to the strategic planning, the audits, or trackers when we spend our day dealing with distractions. However, when we get our big jobs done, either there is still space to deal with the minor tasks or we learn to ignore or delegate them.

It feels great at the end of the week to know you got the most important tasks dealt with.

### Take Action NOW

Identify and write down your big rocks – the tasks that are most important to the successful fulfilment of your role.

Now make sure you schedule these responsibilities for the months ahead and ensure that every day you stay on track by doing the most important tasks first.



For more information on CORE leadership skills please visit my website at

[www.lynnpeyton.com/core](http://www.lynnpeyton.com/core)