



WEEKLY PREVIEW PAGES

Welcome to the next lesson, weekly preview pages. You can find the first set on pages 44 to 47. Then they'll appear every 7 days, following the daily pages for Sunday. Most people do their weekly preview at one of the following three times: Friday afternoon as they finish up their work week, Sunday evening just before the new week begins, or Monday morning first thing before they start their week. Regardless of when you decide to do this, make sure you schedule it in your calendar. Why? Because what gets scheduled gets *done*. It's best to allow about an hour to do the weekly preview. Some of you will be able to do it in less time. Others, you may need a little bit more time. It really depends on your personality and the nature of your work. So let's begin.

Step one: list your biggest wins from this past week. Why is that so important? In a word: confidence. High achievers tend to focus not on what they accomplished, but on what they didn't get done. The problem with that is that it dings our confidence. Dan Sullivan calls this “the gap versus the gain.” When you focus on the gap, it's going to ding your confidence and make you feel bad about yourself. By contrast, by focusing on the gain, what you actually accomplished, it makes me feel grateful. It makes you feel confident and it also sets you up to tackle big things in the upcoming week. It's a good idea to list three to five accomplishments here. The best way to find these is to scan through your daily pages from the previous week.

Step two: an after-action review. Start by reviewing your weekly big three from last week. If this is your first time to do a weekly preview, or if it's your first time to use the planner, you can skip this step and go straight to step three. You won't have a weekly big three from last week. If you're going to do step two, then first of all, determine how far you got. Write down your weekly big three here and on the right hand side, write down how much you got done. It could be 75%, 50%, 100%. Yes, you can give yourself partial credit. Now take a moment to identify what worked from last week and what didn't, especially as it relates to achieving your weekly big three. Then decide what you're going to keep doing because it worked, where you are going to improve because you can likely do it better, and what you're going

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to start doing or stop doing. The goal is to incrementally get better at achieving your weekly big three because like anything else, goal achievement, or execution, is a learned skill.

Step three, do a list sweep. First, review your deferred tasks. These are the things you intended to do last week, but for whatever reason, you just didn't get to them. These will be in your daily task list and they should have an arrow next to them. They might be the daily big three tasks or other tasks, but add them to your task manager. Maybe you're wondering, "What's a task manager?" Well, this is simply a place where you keep lists of tasks, often arranged by project. This could be a digital task manager like Todoist, or Asana, or Things, or a paper solution like using some of the notes pages at the end of the planner or a separate full-focus notebook. Then review your delegated tasks. These are the tasks you delegated to others. Again, these tasks are going to be on your daily pages, but they could be in either your other tasks or in your notes.

This gives you an opportunity to follow up with those with whom you delegated the task. If they were completed, great. Just check it off wherever you find it. Then review your daily notes. This is an opportunity for you to scan the notes you took over the course of this past week. There are going to be some important items you wanted to remind yourself of, and those will have an asterisk next to them. Or questions you wanted to track down, or any to-dos that need to be put in a project list or one of your task lists for this next week.

Step four: list your major events, deadlines, and important tasks. We've actually broken this down in the new edition of the planner into "personal" and "professional" sections. So start by reviewing your upcoming calendar. Look over all of your appointments for the upcoming week. What will you need to do to perform at your best at each of the activities that are on your schedule? Is there any preparation you need to do? Any delegations you'd like to make, any loose ends you need to confirm? Write those down here. Then review your goals. When you do your weekly preview, it may be useful to take a deeper dive than on the daily reviews. Pay attention to your motivations because you want to connect to each goal and also to think through the next steps to reaching the goal. In other words, are there some next steps you'd like to take this week that will help you move in the

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direction of achieving your goal? If there are, then write them down here in step four.

Finally, review your major projects. This is going to vary depending on how you manage your major projects. You might use some task management software or a paper system. Look for tasks you want to tackle in the upcoming week and write those down here as well. You can also use the following page, the weekly view, if that helps. This page can be used for anything related to weekly planning that you'd like to map out. For example, you could use this page for meal planning or writing a list of sales calls you want to make, or maybe an exercise plan for the week. Of course, you're welcome to leave it blank as well.

Step five: identify your weekly big three. This gets you focused and set up for a highly productive week. What are the three biggest items you must accomplish this week to advance your goals or projects? Again, these can be related to an official goal or just a significant project you have. The only thing required is that each of your weekly big three must be important.

Step six: the self care planner. It's easy for high achievers to get caught up in all of the tasks they need to do to further their career or hit their goals, but we don't want to get lost in them. We want to make sure we're intentional with our free time so that you can be rejuvenated and energized on a daily basis. That's what the self care planner is all about. Here we have five key areas for you to consider in self care: sleep, eat, move, connect, and relax. For example, on my list this week to move, I want to play tennis with my friend Lee.

The weekly preview is an opportunity to get your head above the daily whirlwind of activities and see where you've been and where you're going. This is the key to staying on top of your projects and assignments. The result is that you stay in control of your workload. You keep your business constituents and your family happy, and more importantly perhaps, you ensure that you will stay on track to hit your goals. So now it's time for the next lesson, the quarterly preview.