

TIME MANAGEMENT MAGIC

MORNING
MAGIC
PLANNER

MORNING MAGIC PLANNER

INTRODUCTION

Think of all the things you plan in your life; you will spend hours planning a birthday party in detail. When you take a vacation, you plan every detail; booking a flight, reserving a hotel. You get all the details in line so you know how the party or vacation will go.

If you would spend time planning a birthday party, why wouldn't you apply the same concept to your day? Why wouldn't you plan your day before you spend 8, 10, or even 12 hours at work?

If you don't take time to plan the life you want, you are going to spend a lot of time living a life you don't want.

Your time is more valuable than anything else. When you are using time the right way you can get a better job, make more money, spend more time with your family, and do more activities valuable to you.

Think of it like this; are you getting good value for where you are investing your time?

This morning planner will get you pointed in the right direction. Use this planner every morning to make sure you are working on the right things, investing your time in what is most important, and being a positive influence on other people in your life.

People often ask me how much time I spend planning every morning. When I was the Executive Vice President of Operations for Walt Disney World, because I had so much responsibility, I would spend 30 to 40 minutes every morning making sure I had a good plan for the day. During that time, I would go through my email, and that gave me items to put into my plan. Which is why I have email as a top item on morning planning, but you may find your planning time is more effective if you don't look at your email.

Today, I spend 10 or 15 minutes every morning planning. I spend time reviewing what I should be working on today, this week, this month, or even this year.

Once you start a morning planning routine, you will learn how to do it better. You will learn what works best for you. It will become a natural habit. You won't be able to start your day without it because you will feel uncomfortable if you have not planned out your day.

The more time you spend planning the more time you will save. You will get better results in your career, and in your personal life. You will have less stress in your life.

When I learned how to plan my day, I significantly cut my work week.

There are two sections to the Morning Magic planner. First, nine questions to answer at the beginning of every week. Working through this at the beginning of the week will mean you will need some extra planning time on Monday. Or you may want to do this on Sunday evening to prepare for the week ahead.

The second section is the daily planner. You will want to fill out this page every day. I will say it again, fill this out every day. Give it 30 days. By then, you will begin seeing results and will look forward to spending time planning every morning.



Lee Cockerell
Retired EVP of Walt Disney World Operations



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WEEKLY PLANNING

What do I need to start doing this week to meet my goals?

What do I need to stop doing this week to meet my goals?

What do I need to continue doing this week to meet my goals?

How am I taking care of myself?

What items do I need to discuss with my supervisor?

What items do I need to discuss with my employees?

What did I not accomplish last week that needs to be done this week?

What is the hardest thing I will have to do this week?

What roadblocks might get in my way this week?

MORNING PLANNING

BROWSE THROUGH YOUR EMAIL. Is there anything that needs done today or tomorrow? This week? This month?

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

LOOK AT YESTERDAY.

What went well? _____

What did not go well? _____

What did I not get done yesterday? _____

Move the undone item to today, tomorrow, or next week. Select the day I am most likely to get it done.

ANSWER THESE 5 QUESTIONS:

1 What did I not do well yesterday, in any area of my life, I need to go back and fix? _____

2 What responsibilities have I signed up for in my life I need to work on today?

Significant other: _____

Children: _____

Parents: _____

Friends: _____

Others: _____

3 What can I start working on today that will not pay off for 5, 10, or 20 years from now?

4 What is important for me to be working on right now?

5 What is the biggest problem in my personal life? My business life? _____

TACKLE THE HARD STUFF:

What is the hardest thing I will have to do today? _____

What roadblocks will get in the way of accomplishing this? _____

ARE:

Who will I tell how much I appreciate them? _____

Who will I recognize today? _____

Who will I encourage today? _____

BIG IDEAS: What big ideas do I have this morning? _____

“GIVE ME SIX HOURS TO CHOP DOWN A TREE AND I WILL SPEND THE FIRST FOUR SHARPENING THE AXE.”
ABRAHAM LINCOLN

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