TIME MANAGEMENT MAGIC

MORNING MAGGIC 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.

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Lee Cockerell Retired EVP of Walt Disney World Operations





WEEKLY PLANNING

What do I need to start doing this week to meet my goals?	What items do I need to discuss with my
	supervisor?
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* 1, Caller *	What items do I need to discuss with my
and a second	employees?
What do I need to stop doing this week to meet my goals?	
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1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	What did I not accomplish last week that
	needs to be done this week?
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What do I need to continue doing this week to meet my goals?	
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	What is the hardest thing I will have to do
	this week?
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How am I taking care of myself?	
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	What roadblocks might get in my way this
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Morning Planning

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

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? _____

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	2 What responsibilities have I signed up for in my life
	I need to work on today?
	Significant other:
	Children:
	Parents:
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LOOK AT YESTERDAY.	Others:
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What did I not get done yesterday?	· · · · · · · · · · · · · · · · · · ·
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What roadblocks will get in the way of accomplishing t	his?
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Who will I recognize today?	
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"GIVE ME SIX HOURS TO CHOP DOWN A TREE AND I WILL SPEND THE FIRST FOUR SHARPENING THE AXE." Abraham Lincoln TUESDAY

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DATE: | |

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"How we spend our days is how we spend our lives." Annie Dillard \square



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"The secret of your future is hidden in your daily routine." Mike Murdock

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THURSDAY



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"The quality of your life is directly affected by how and where you spend your time." P. LEE COCKERELL



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"Time is what we want most, but what we use worst." William Penn

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