

Session 4

Planning & Habits

"Knowledge is being aware of what you can do. Wisdom is knowing when not to do it." - Anonymous

Now that you've been able to do the small step-taking (Session 3) and narrow some of your lists down, it's now time to focus on a plan and how your habits will enforce that plan.

Planning

We will talk more about goal setting in Session 6, but one of your goals should be to create a daily plan. Your daily plan is what's going to keep you motivated. This plan will consist of the things you *like* to do and the things you *have* to do. It will ultimately be your scheduled lifeline to get through your day and to stay motivated. **What does that look like, and how do you go about it?**

First of all, decide what kind of plan is best for you. There are a few to choose from:

1. Daily **TIME** Schedule
2. Daily **LIST** Schedule
3. Daily **SECTION** Schedule

The "Daily **TIME** Schedule" allows you to decide what time of day you plan to do your activities. You can also describe those activities and mark them as complete. And, you can take notes that will help you keep track of your activities for the following day, or whatever you feel is necessary to move forward.

The "Daily **LIST** Schedule" allows you to make a list of everything you want to accomplish each day, not making you stick to a specific time. You can also describe those activities and mark them as complete. And again, you can take notes.

The "Daily **SECTION** Schedule" allows you to make a list of everything you want to accomplish each day, in sections of Morning, Afternoon, and Evening. You can describe those activities and mark them as complete, and again, you can take notes.

Decide which schedule best suits you (maybe more than one) and start using it. Take time **EVERY NIGHT** to create your list. It's been proven that if you write out tomorrow's schedule the night before, you will unconsciously think about it in your sleep and be extra ready to tackle it in the morning. Interesting, huh?

Motivate Yourself Now (self-motivation course)

EXERCISE

Here are a couple of worksheets that may give you some added help when it comes to schedule planning:

Use WORKSHEET 1 to help you plan your week ahead. It will narrow down your 3 top priorities, help you smash obstacles, and assist you with goals and reminders.

Use WORKSHEET 2 to help you manage yourself and your daily life. You will ultimately learn new habits to implement on a consistent basis.

Habits

Small changes can lead to successful habits. Keeping a daily schedule will not only help you narrow down what you *want* to do and what you *have* to do, but it will also encourage small changes that lead to consistent habits. Let's look closer...

Let's take a look at the "Daily **SECTION** Schedule" together...

Morning activities might look like this:

- Get kids up, make lunches, get kids to school
- Take shower, eat breakfast, meditate
- Check emails, look for local Yoga classes

Afternoon activities might look like this:

- Call pediatrician to schedule John's yearly exam
- Run to store and purchase a whiteboard
- Do two loads of laundry
- Sweep the kitchen

Evening activities might look like this:

- Help kids with homework
- Make dinner, clean up kitchen
- Get kids to bed, fold laundry
- Research Fashion Designer courses for College

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Now, obviously, YOUR schedule will look different, but the point is to keep yourself on track. Know exactly what you need to get done EVERY day. Stay on task and stay motivated!! And try and take bits and pieces of your lists from Session 3.

For instance, in Session 3, I listed the following:

Start Yoga

- Look for classes in my area
- Figure out what I can afford
- Figure out a schedule that works
- Add Yoga to my daily schedule

If you notice, I put “look for local Yoga classes” on my schedule.

Become more organized

- Invest in a whiteboard
- Invest in sticky-notes
- Carry around a journal
- Create a daily schedule

Again, notice that I put “go to store and purchase a whiteboard” on my schedule.

Go to college

- Decide on an area of study: Fashion (design clothes)
- Figure out what I can afford
- Figure out a schedule that works
- Find the college that meets the above needs

Again, notice that I put “research Fashion Designer courses for College” on my schedule.

See what I’m doing? I’m **slowly implementing my lists into my daily schedule.**

Ultimately, I am creating a habit that allows me to get things done, the things that lead me to what I really want, what I really have a passion for, what I really want to do. And you can do this too! You just need some organization (the schedules), some time, and the willingness and determination to really want it!!

You can do it!!

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