

4,000 weeks to live

Mark Daniels

The human life span is incredibly short! 4,000 weeks to be exact, and that's if we live until we are 80! That's 80 years x 365 days or 29,200 days.

The average age of NZ vets is 42. If we remove 42 years already gone and discount the last 10 years being ages 70 to 80 as these are probably less 'guaranteed' or lower 'quality', that leaves a frightening 28 years, or 1,456 weeks or 10,192 days!

So, what's the point of this silly maths anyway? ...

Time is short, the clock is ticking, so how do we maximise LIFE, enjoyment, joy, productivity and balance?

Planning

Planning might be the most boring... yet still the most productive use of our time. Coaches and gurus say things are made twice, first in our minds, and then they materialise!

However, there is another more important step:

1. Plan in my head.
2. Write it down.
3. Break it up into action steps.
4. Make or take the time to do the action.
5. Then repeat number 4 until it's done.

The language of business (and other) planning made simple.

Dreams

What is we could... e.g. put a man on the moon.

Goals

Build a rocket ship, go to the moon, land, walk on the moon and return safely before 1970.

Make your goals SMART:

- Specific
- Measurable
- Achievable
- Realistic
- Timebound.

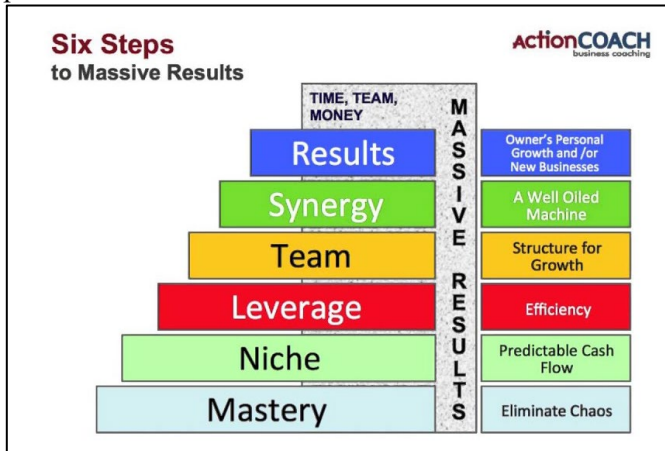
Plans

- 90-day plan, 4 per year (Appendix 1)
- 5-year plan (Appendix 2).

We often overestimate what we can do in a year and underestimate what we can do in five years. With that in mind, a solid 10 to 15 mini goals or tasks listed every 90 days in a quick one-page plan is a very useful start towards making the most of our time and getting the most important things done. Remember, these important things include work and life. The clock is ticking so the art of good 90-day planning on its own should give more time to do life things anyway.

The six-steps diagram

In business we will be working on one of these 6 areas when building a 90-day plan and a 5-year plan.



It's important to identify the tasks to be working ON in our business.

There is a larger checklist that allows business owners to identify which tasks to prioritise to achieve the goals of the owner.

The 5-year plan

The 5-year plan can be very broad but once the key things we dream, desire or want are written down in a sentence or two maximum, in our 5-year plan then we have a 'compass point' to aim for. As the year ahead comes into focus, we can use our 90 Day Plan to write a lot more detail, steps and tasks to complete and "colour in" the things we need to do to achieve the goals in the 5-year plan.

This may change over time as some goals become less important and other new goals take their place.

The go zone

A tool that will help us get some of the key working ON the business done is:

Get In the Go Zone by Mark McKeon

The author of this book has produced a great tool for how to focus our brain daily in order to work well when we work. Have short intensive spurts of rapid and massive production and rest when we rest.

Mark McKown categorises these three zones as follows:

The slow zone

Our normal daily workflow where we spend most of our workday and do our routine work. In this zone we will often get interrupted but that's normal. We spend 6-7 hours a day doing our work like this.

The go zone

In this zone we take ourselves out to go into a quiet place, completely uninterrupted. This is our power zone and we'll get a power of work done if we can stay in the go zone. It's important to note that this zone is only one hour a day or two maximum. If we can stay in this zone for one hour, five times a week, we can move mountains in productivity.

TO REPEAT: That's commit to five one-hour quiet times and we be able to move mountains in the workload.

The no zone

The last zone is where do anything but work. That is watch TV, walk on the beach, play tennis and so on. Complete tasks that mean that we can't think about work and can therefore completely relax.

A final thought

So, let's get planning so we can get more balance in our lives and work when we work and play when we play.

Appendix 1: 90-day plan template



Six Steps to Massive Results ...

My Top 15 Goals for the next 90 days ...

LAST STEP: Take your Priority 1 Goals from the individual Six Steps pages below and enter them here to give you a one page over view of the Goals you want to achieve in the next 90 days ... once you have done this transfer your goals into your electronic template by your next coaching session.

GOALS	Start Date	Planned Completion	Actual Completion	Who
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

I commit to accomplish the above goals in the next 90 days.

(Signature)

© ActionCoach Limited 2017

97

Appendix 2: 5-year plan template



Your Vision Ideas

[illegible]