

# Tools4Wisdom Planner How-To Guide



*Tools4Wisdom*

PLAN to do more of what you LOVE

Daily

Weekly

Monthly

Calendar

Yearly Goals



**How Can a Tools4Wisdom Planner Help Transform Your Life?**

- ✓ **Create a Vision** By Setting Yearly Goals
- ✓ **Be Motivated** With Monthly Goals
- ✓ **Stay Focused** With Weekly Goals
- ✓ **Set Priorities** With Daily Goals
- ✓ **Plan For The Things You Love**
- ✓ **Gain Balance** With Focus



**Is It Easy To Setup?**

You bet! When compared to elite planning systems that cost hundreds more and take days to study, this planning system will let you hit the ground running!

**Is It Easy To Maintain?**

Yes indeed! In fact, it takes less than 10 minutes to chart your priorities each day while naturally cultivating a lifelong success habit of daily planning.

ALREADY TRUSTED BY CUSTOMERS FROM THESE AMAZING INSTITUTIONS

GOOGLE    SONY    MIT    BANK OF AMERICA

... AND +70,000 ANNUAL CUSTOMERS INCLUDING MOMS, TEACHERS, STUDENTS, AND BLOGGERS



- ✓ **Goals**
- ✓ **Calendar**
- ✓ **Monthly**
- ✓ **Weekly**
- ✓ **Daily**

## In-A-Nutshell: How-to Make The Most Out Of Planning ...

1. **Find a quiet space** to plan and give yourself at least 30-minutes (Best 1<sup>st</sup> thing in the morning and/or before winding down at night)
2. **Think BIG:** Review / expand your Goals Sections first to focus on meaningful long-term efforts that matters most to you
3. **Get Tactical:** Transfer just enough from your goals section into your monthly and weekly planning pages to keep you motivated – yet not overwhelmed.
4. **Roll-up Your Sleeves:** Assess how much time you really have today and this week. Then schedule events and blocks of time to work on your top-priorities.
5. **Visualize & Memorize** the seamless accomplishment of your top 3 to 5 goals to double your chances of success. Less is more ...

### Goal Mindmap / Notes



## *The Little Choices That We Daily Make, Will Chart The Course Of Life We Take ...*

So when you plan and set goals, go beyond finding ways to add back time into your life - start planning for adding life into your time...

Planning principles are numerous... Many make sense - but most are forgotten if not applied daily.

Here are just a few that are worthy to keep:

**Pareto Rule:** <20% of your efforts generally produce >80% of progress. Whether personal or business, increase focus on the essential 20% efforts - at the cost of the low-80%.

**Say "NO"**-----Identify opportunities to kindly decline existing and new commitments that add little value to your life / job / loved ones...

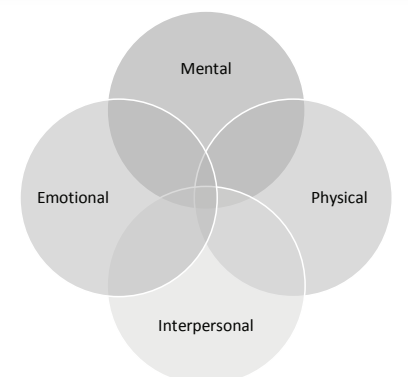
**Questions**---Trigger your sub-consciousness with empowering reflection questions. See the "Areas of Focus" planner section

**Passion**-----Define what you LOVE and plan to do more of it! We are best at what we love to do ...

**Vision**-----Picture your BEST life situation, then plan to answer:  
1. Where Am I Now? (Current Life Situation)  
2. Where Do I want to Be? (Vision & Goals)  
3. How Do I get there ? (Steps To Success)

**Purpose**-----Dig beyond the "What"  
Know "Why" it is important to you  
"If you have a strong enough WHY in Life, any HOW and WHAT will justify.

**Balance**-----Create a work-life balance by setting goals for mind – body – and heart.





**“We are what we repeatedly do.  
Excellence, then, is not an act, but a habit.”--Aristotle**

**HABIT** (hab-it) – “an acquired behavior pattern regularly followed until it has become almost involuntary”

Habits—acts we perform regularly, almost without thinking—are powerful. Good habits keep us focused on achieving our goals. Bad habits can destroy our peace of mind and divert us from the lives we’re meant to live.

Combine this planner with developing the lifelong DAILY habit of PLANNING YOUR LIFE—laying out your goals each day and working toward them, step by step, till they become your everyday reality.



**Take The 20-20 Habit Challenge:**

**20 MINUTES A DAY for 20 DAYS IN A ROW**

**COMMIT TO PLANNING EACH DAY AT THE SAME TIME EVERY DAY,  
ACHIEVING CONSISTENT SMALL STEPS TOWARD YOUR GOAL**

**THEN**

**WATCH HOW YOUR LIFE COMES INTO FOCUS...**

Without purpose-driven daily planning, it’s easy to waste your time on activities that don’t matter.

If you choose to live your life ON PURPOSE, planning and using your time efficiently, your true life purpose will be revealed. Time-wasting activity falls away; you live each minute to the full and toward a goal you LOVE—and when you’ve done all you planned for that day toward your goal, there’s still time for family, play and joy--it’s like having 25 hours a day instead of 24!

Make an *UNBREAKABLE* commitment — 20 minutes a day, 20 days in a row—to PLAN EACH DAY IN ADVANCE AND THEN WORK THAT PLAN — and see how the life you only dreamed of becomes the life you LIVE every day. Then your life will become YOUR DELIBERATE CREATION, not a slapdash ride to a place you never wanted to go...

## Simple Steps to Living Life on Purpose

### DAY ONE

1. **Sit in a quiet, distraction-free environment**, with your planner and pen and NOTHING ELSE—just you and your dreams and your future!
2. **Choose a goal.** (Your first goal should take no more than a year to complete. As the habit of daily planning becomes automatic, you can focus on multi-year goals.) Decide how long it should take to achieve this goal COMPLETELY.
3. **Break down the goal into manageable small steps, working backwards.**  
Break down the goal into single action steps, leading to an achievable end. (i.e., if you want to take a three-week vacation in Greece, single action steps toward that goal might include researching airline fares to Greece, deciding on your departure and return dates, booking airline tickets, choosing and booking a hotel, saving money for the trip, etc.). Work backwards from your desired goal, starting with completing the goal, then the next step just before completing the goal, and so on. List all the steps you must take to achieve that goal. Use the Purpose Driven Yearly Goals section of the planner and the opposite page, Goal Notes, to write down these steps.
4. **Decide what steps you can take NOW toward that goal, and schedule them in your planner for the upcoming week.** Working backward from the completion date of your ultimate goal, write in your planner approximate dates to complete each separate action step.

### DAYS 2 THROUGH 20 – AND BEYOND

#### CULTIVATE THE LIFELONG HABIT OF DAILY PLANNING

5. **What step(s) can I take TODAY toward completing my next action step?**  
In 20 minutes or less, schedule that action into the daily section of your planner, on the page for the day itself and in the Outcomes/Completion Steps section, where you can list desired completions for the entire week. At the beginning of the week, answer the question on the weekly page: “What are the MAJOR outcomes for this week?” and refer to that as you plan each day—so at the end of the week those outcomes are complete.

**\*ALWAYS KEEP YOUR ULTIMATE GOAL IN MIND!\***

**\*REVIEW YOUR ACTION STEPS REGULARLY TO BE SURE THEY LEAD DIRECTLY TO YOUR GOAL.\***

**\*If you find they are unnecessary or lead you away from the final goal—CHANGE THEM.\***

**ENJOY THE LIFE YOU LIVE ON PURPOSE EVERY DAY!!**

<b>Where am I Now?</b> What is my current life situation that I desire to change for the better ?	<b>Where do I Want to Be?</b> What is my goal ? - Describe the ideal outcome once the goal has been achieved.	<b>How do I Get There ?</b> What are the essential next steps to accomplish the desired goal ?

<u>Personal Goals &amp; Ideas</u>	<u>Professional Goals &amp; Ideas</u>
<b>What are my TOP PRIORITY GOALS For This Year ?</b>	
<b>What MEANINGFUL GOALS Will Help Improve My Life This Year ?</b>	
<b>What OTHER GOALS Do I Plan To Accomplish This Year ?</b>	

Preview

# Goal Mindmap / Notes



What **GOAL** am I trying to accomplish - and why is it important?

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What are the **main objectives** to accomplish the goal ?

What are the **essential steps** to complete the objective ?


Target Completion Date:


Target Completion Date:


Target Completion Date:


Target Completion Date:


Target Completion Date:

Preview

## Monthly Priorities Masterlist

**Personal Growth**

**Work Related**

**TOP PRIORITY (Urgent + Important)**


**HIGH VALUE (Important + Not Urgent)**


**Notes & Other Priorities**

## Essential Goals - Month Of **DECEMBER 2016**

**BIGGEST Outcome**

**Why? (Purpose)**

**How?**

What are the major objectives to achieve the BIGgest goal this month ?


**BIGGEST Outcome**

**Why? (Purpose)**

**How?**

What are the major objectives to achieve the BIGgest goal this month ?






DECEMBER 2016

*What do you look forward to accomplish in 2017 ?*

Sunday	Monday	Tuesday	Wednesday
4-Dec	5-Dec	6-Dec	7-Dec
Sunday	Monday	Tuesday	Wednesday
11-Dec	12-Dec	13-Dec	14-Dec
Sunday	Monday	Tuesday	Wednesday
18-Dec	19-Dec	20-Dec	21-Dec
Sunday	Monday	Tuesday	Wednesday
25-Dec	26-Dec	27-Dec	28-Dec
Christmas Day			

Notes & Ideas

DECEMBER 2016

GOALS & IDEAS

Thursday	Friday	Saturday
1-Dec	2-Dec	3-Dec
Thursday	Friday	Saturday
8-Dec	9-Dec	10-Dec
Thursday	Friday	Saturday
15-Dec	16-Dec	17-Dec
Thursday	Friday	Saturday
22-Dec	23-Dec	24-Dec
		Christmas Eve
Thursday	Friday	Saturday
29-Dec	30-Dec	31-Dec
		New Year's Eve

Notes & Ideas



Notes & Reflections

Actions

Notes & Reflections

Actions

When we put our  
**Mind**



Where our  is ...

**Life** comes  
into **Focus**



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**PLAN to do more of what you LOVE**

