

Finish your week with a roar!

Taking time to plan your week is an essential part of staying organised. Really end your week with a roar by using this simple four-step planning process.

Review

Review your activities from the *week just gone*. Ensure that you have closed all of the open ends, and scheduled any follow-on activities. Get up to date by processing your Inbox(s) to zero. Identify any work that you are waiting on from others, and chase if appropriate.

Organise

Organise your schedule and priorities for the *coming week*. Review your calendar and ensure all meetings booked are a good use of your time. Schedule any necessary preparation and travel time. Assess how much discretionary time you have available and decide on your key task priorities for the week.

Anticipate

Look ahead over the coming weeks and try to anticipate what is coming down the track at you. Identify upcoming deadlines and schedule the required actions now so that they are not left until the last minute. Plan for upcoming travel, presentations and reports due. Proactive anticipation reduces last-minute reactivity.

Rocks

Get the rocks in first! Review your Objectives, Roles and Projects to connect with what you are trying to achieve. Decide on some proactive “Rock” activities that you could work on, and schedule these rocks into your plan over the coming week. Get them in first before your schedule fills with sand.

