

01 | Get Started

Where do I want to make more progress?

Who and what do I want more time for?

What keeps getting in the way?

Which part of my life keeps getting pushed aside?

02 | Your Life Pillars

Name your life pillars.

Which parts of your life matter most to you?

Examples: family, faith, health, work, friends, learning.

MY LIFE PILLAR	WHY IT MATTERS TO ME	WHAT I WANT TIME FOR

03 | Your Three-Year Vision

Picture your life in three years.

For each pillar, describe what you want your life to look like.

MY LIFE PILLAR	THREE YEARS FROM NOW, I WANT...

What would a good week look like in that life?

04 | Your One-Year Goals

Set your goals for the next year.

Write a goal for each pillar and how you will know you have reached it.

MY LIFE PILLAR	MY GOAL FOR THE NEXT YEAR	HOW I WILL KNOW I REACHED IT

Which of these goals would make the biggest difference for you right now?

05 | Your Next 12 Weeks

What's your goal for the next 12 weeks?

How I will measure my progress:

Three steps I need to take:

What I need to schedule each week:

What can wait, and what do I need help with?

06 | An Example

A week with room for work and family.

Alex is a made-up example of a working parent.

LOOKING AHEAD	ALEX'S PLAN
Three years	Lead projects at work.
This year	Lead one small project.
Next 12 weeks	Finish the project plan.
This week	Send the first draft to the manager by Friday.

LIFE PILLAR	WHAT ALEX SCHEDULES THIS WEEK
Work	Tuesday, 8-9 a.m.: write the draft. Thursday, 8-8:30 a.m.: edit it. Friday, 8 a.m.: send it.
Family	Dinner together Tuesday and Thursday. Saturday morning at the park with the kids.
Health	A walk at 4:30 p.m. on Monday, Wednesday, and Friday.
Faith	Read and pray for ten minutes before work on weekdays.

The new course can wait until the draft is done. At the end of the week, Alex checks what got done at work and which plans with family and for health happened. That helps Alex plan next week.

07 | Your Weekly Plan

Plan your next seven days.

Choose your daily steps and set aside time for your life pillars.

Week of:

What I want to get done this week toward my 12-week goal:

DAY	WHAT I NEED TO GET DONE	TIME FOR MY OTHER LIFE PILLARS
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

What can wait, and who can help?

08 | Your Weekly Review

What got done, and what needs to change for next week?

What did I get done?

What did not get done, and why?

Which life pillars did I make time for?

What needs to change next week?

What will I focus on next week?
