

FOCUS ON TODAY

PLANNING TOOL

PLAYBOOK

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FOCUS ON TODAY!TM Planning Tool

Distractions and interruptions are all around us and constantly trying to steal our attention. Finding ways to keep the focus and stay on track can be challenging.

The “FOCUS ON TODAY! Planning Tool was developed to help you stay focused and mindful on the tasks you want and need to get done in your day.

To know what you want to focus on each day is much easier if you are mindful of what major goals or projects you want to accomplish and when you would like to have them achieved.

Determine what long-term goals or projects you would like to complete and the target date for completion. This can serve as a reminder of how what you do each day can help you align and achieve your long-term goal or project.

Priority	Goal or project	Target date for completion



“Focus on today” planning principles:

Long-term goals are achieved by the tasks we do, one day at a time!

These principles will help you to stay focused and stay on track to reach your goals.

1. **Don't check your email, phone or social media** first thing in the morning
You can waste a lot of valuable brain energy going on useless bunny trails following non-valuable information. When you check your emails & phone messages first thing in the day, it can put you in a reactive state
2. Start your day off writing out your plan for the day in the **“Focus on today” planning tool**
3. **Align your tasks** for the day to your goals. This will help you stay mindful and keep on track to getting closer to your end goal
4. **Schedule your tasks** into your calendar for the day. Block out time for each task and be committed to only work on that one task during that time. (when you are tempted to allow distractions to get in your way, remember your commitment to your end goal)
5. **Print off your “Focus on today” planning tool** and put it where it is front and center. (on your desk, whiteboard, or wall). It needs to be where **you will easily see it**. Every time you look at it, it will keep you mindful of what you are wanting to accomplish.
6. Set your plan, **block out your calendar and organize your day**.
7. Now that you made your plan, it is time to **WORK THE PLAN!**
8. Review at the end of your day and **mark off all the things you completed** off your list. (*you might be surprised*)

Master your own agenda, not someone else's

#WENDYISM



How to use the “Focus on Today Planning Tool”

Print off the PDF and complete the tool for your day. Below, I have broken down each area to help you out.

WH
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Long Term Goal Reminder (What goal or goals are you wanting to achieve that today's activities will help you accomplish?)	Target dates for completion
The 3 Main Things I Want To Do Today Are	
What tasks MUST I do today?	Who do I need to connect with today?
	Where do I need to go today?

My "Focus on Today"™ plan is scheduled out in my calendar Yes No

By signing this plan, I am committed to my plan today _____

Notes:

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Long Term Goal Reminder

Refer to page one of this playbook and determine which goal you are working towards.

It is good to be mindful of what you are looking to achieve over the long term.

It is what you do each day that will get you to your long-term goal!

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3 Main things I want to do

In this area, consider what you want your day to look like. If all the stars align, what would you “**WANT**” to do or get accomplished before the end of the day.

It is helpful to be mindful of your “**WANT**”, because, many times we have lots of things we “**WANT**” to do, but are challenged to be focused doing it. Note that there are only 3 boxes. This is on purpose. A person should focus on no more than 3 “**WANTS**” at a time. Too much and it gets overwhelming. Or we spend too much time focusing on the “**WANTS**” and not on the “**MUSTS**” (which is the next part)



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What tasks MUST I do today

There are tasks that we **"MUST"** complete, whether we like it or not. When we write them down, studies show there is more commitment to getting them done!

It is amazing how your day can get swallowed up by things that aren't important. When this happens, it puts us behind, cramming to meet a deadline and dealing with stress and anxiety.

Think only of your day, not the future. What **MUST** be completed before the end of the day! Write it down and then schedule it in your calendar as a reminder and to hold yourself accountable to have it completed.

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Who do I need to connect with

Connecting with others is the **"MAGIC"** to **building solid relationships**.

Many times this is the area that gets forgotten.


Make a point of connecting with those that are important for your work or personal life.

Don't just rely on email or texting, make a point of phoning or meeting face to face.

Meet a colleague or friend for lunch or coffee.

Make a point of **"building solid relationships"**, you never know when they may be important.




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Where do I need to go

Efficiency is all in the **planning**.

Planning your trips and how to maximize your time goes a long way to being more productive and effective.

Think through what you want and need to accomplish in the day. What trips do you need to take, or is there anything you need to do that require going somewhere?

By **planning** this out, you can schedule your day accordingly. If you need to go somewhere, schedule it in your calendar so that you don't overbook yourself and to help keep you organized.


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My "Focus on Today" plan is scheduled out in my calendar

One of the most important habits you would be wise to embrace is using the calendar to schedule the day.

Schedule it, Protect your time, Work your plan



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By signing this plan, I am committed to my plan

Studies show that when someone signs their name, they are more committed and engaged.

This is called the **"Signature Effect"**!

If you have taken the time and planned out your day and committed to working the plan, proudly sign your name.

Now it is time to put your "Focus into Action".

Final step before you get to work!



Put it somewhere, where you will see it all day!

This is my office and I have it right beside me.

If I move my laptop to work somewhere else, my plan comes with me.

What you do in your day impacts the success &/or failure of your future goals! **#wendyism**



Thank you for downloading the **“Focus on Today Planning Tool”**

For this tool to be impactful and to help you build your focus muscle, it is necessary to complete a new planning sheet each day.

To save yourself some time, I have **“Focus on Today Planning Tool” notepads** available on my website.

Go to www.wendyhofford.com, and head over to my **“shop”** to find the notepads and the other resources available.