



HALF WAY THROUGH 2021!

Plan your next semester

We are halfway through the year, to some, that may seem a lot, to others, not enough.

Planning is a vital professional tool, but is it also valuable if we use it in our personal life. It helps mind mapping things we want to focus on, to keep everything on track or in sight, allocate timeframes and priorities.

Don't get stressed over the *pressure* you may perceive planning, in fact you don't have to put everything immediately in the calendar. Let the ideas and thoughts come out, place them on your table or a creative board you like, and give yourself permission to rearrange. It is actually a very powerful and creative process.

For many, visualizing tasks, activities and to-do lists is imperative, for many it's just fine to let them sit in their mind.

I invite you to use the suggestions below to start working at your “**DOING**” plan.



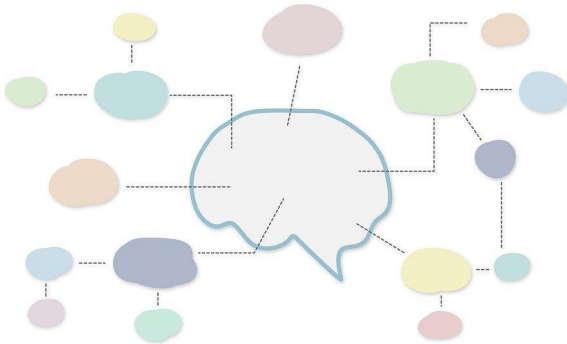
THE MOST VALUABLE ASSET YOU HAVE IS TIME, SO USE IT WISELY !

AREAS	PRIORITY	GOAL	DEADLINE	VALUE HONOURING *
Family				
Friends				
Health				
Fitness				
Spirituality				
Career/Projects				
Investments				
Education/Personal growth				
Travel				
Recreation				
Home				

You can add areas you need or want to work on in the table above.
Try to define priorities, and see which project you want to spend time on.

***VALUES HONoured**: I especially cherish this part of the table, because it helps us to reconnect to our values, why the area we want to work on matters to us, and what is important. Anchoring plans to the **WHY**, makes them more effective, and comes in hand when we find ourselves discouraged along the path. Journaling is a powerful tool, we are telling ourselves things we want to be heard. The brain to hand process is a dual internal-external activity. Try to put words to your thoughts about the values you are honouring working at that specific project.

Those who prefer a more visual or creative representation can go mind mapping like the example below, or hand draw it, or use inspiring images. The goal is to give shape to your planning action, and choose the medium that best works for you, puts you in the flow.



MARK YOUR CALENDAR PHASE

Now if you feel like looking at the calendar and flag some dates, go ahead.

Here are some suggestions:

- ★ work backward: by when do you want to see that project up and running? Set a date and then work out the time frame you have to consider it to see it happening. Break into pieces, and small actionable goals.
- ★ put down school holidays, breaks or locked-in dates you have to be mindful of
- ★ have a look at the first quarter of 2022, and have a think of what could come in the way to your planning: conferences, family events, trips
- ★ be **FLEXIBLE**, give yourself permission to re-plan, re-think, re-vise: life happens, and as Carol Dweck says in her Growth Mindset book: "Nothing is carved in stone"





YOU ARE ALL SET FOR YOUR “DOING MODE” FOR THE REST OF THE YEAR

LETS MAKE THINGS YOU CARE HAPPEN !

If you need a poke from time to time, or help in finding [clarity](#) in your creative planning, don't waste time

[BOOK FREE 30 MINUTES](#)

→ [book](#) your 30 minutes FREE Coaching session, and you'll feel you are able to escape the quicksand holding you back .

NOW I'D LIKE TO RECEIVE SOME FEEDBACK: what did you like about this worksheet? What would you have preferred to see?
Is something missing?

I look forward to hearing what you are working at, what you are longing for...