

EXPECTATION PLANNING

What is your overall "why"?

What motivated you to be a solopreneur/entrepreneur?

What small things have you found that motivate you in your daily work or family life? (motivating speaker, book, rewards, words from a friend, etc).

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EXPECTATION PLANNING

Perspective | Priorities | Implementation | Accountability

Set your mind to it... and set your pace.

The rewards are peace of mind and a productive workflow.

Use this space to "dream" about a time that isn't hyper focused on productivity... describe what you would do and how it would make you feel.



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CHANGE PERSPECTIVE: Review your productivity perspective and make adjustments based on the method we discussed in the presentation. Write your tasks for the upcoming week in the corresponding boxes.

High Priority Tasks/Events

Medium Priority Tasks/Events

Low Priority Tasks/Events

Miscellaneous Tasks/Events

PRIORITIZE TASKS: Using the list on the previous page, add numbers to each task (each box will have a #1 and so on). Then, using the boxes below, write these tasks down again in order of importance or deadline according to the numbers you assigned.

High Priority Tasks/Events

Medium Priority Tasks/Events

Low Priority Tasks/Events

Miscellaneous Tasks/Events

IMPLEMENTATION/FOLLOW THROUGH: Using your chosen organization tool or calendar, you will fill in your tasks. Use the guidelines below to get started. Once you've adjusted to the process, you can generalize the day-to-day tasks (like getting ready and feeding the dogs).

PRE-FILL

For the first few weeks of scheduling tasks, document **EVERYTHING** you do as a daily routine (Shower by 7:00, breakfast, makeup, dogs, work task @ 9:00, etc. Put in those daily tasks that you know are going to happen no matter what you do). Do this step until you can visualize it every time you enter tasks. On my busiest weeks, I still go back and do this to make sure I can make the most of my time.

FIRST

Enter the high priority tasks of the week beginning at the top and with items that have a specific day and time (like the babysitting on Thursday, or conference call on Tuesday). Be sure to realistically estimate the amount of time each will consume....including travel time.

SECOND

Do the same for medium priority tasks.

THIRD

Do the same for low priority tasks, except put these as subtasks under one task or in categorized tasks and subtasks.

ACCOUNTABILITY: Decide how you will keep yourself accountable. I suggest using reminders for all time-sensitive tasks and reaching out to a friend or co-worker to keep you accountable for tasks that you tend to put off (like promoting your own business or personal growth projects)

REMINDERS

Check this off once you have created reminders for tasks with deadlines or are time-sensitive.

ACCOUNTABILITY PARTNER

Write down who you will use for your accountability partner. This could be more than one person. Maybe even use different people for different types of tasks (Jane for personal tasks and Dave for business).