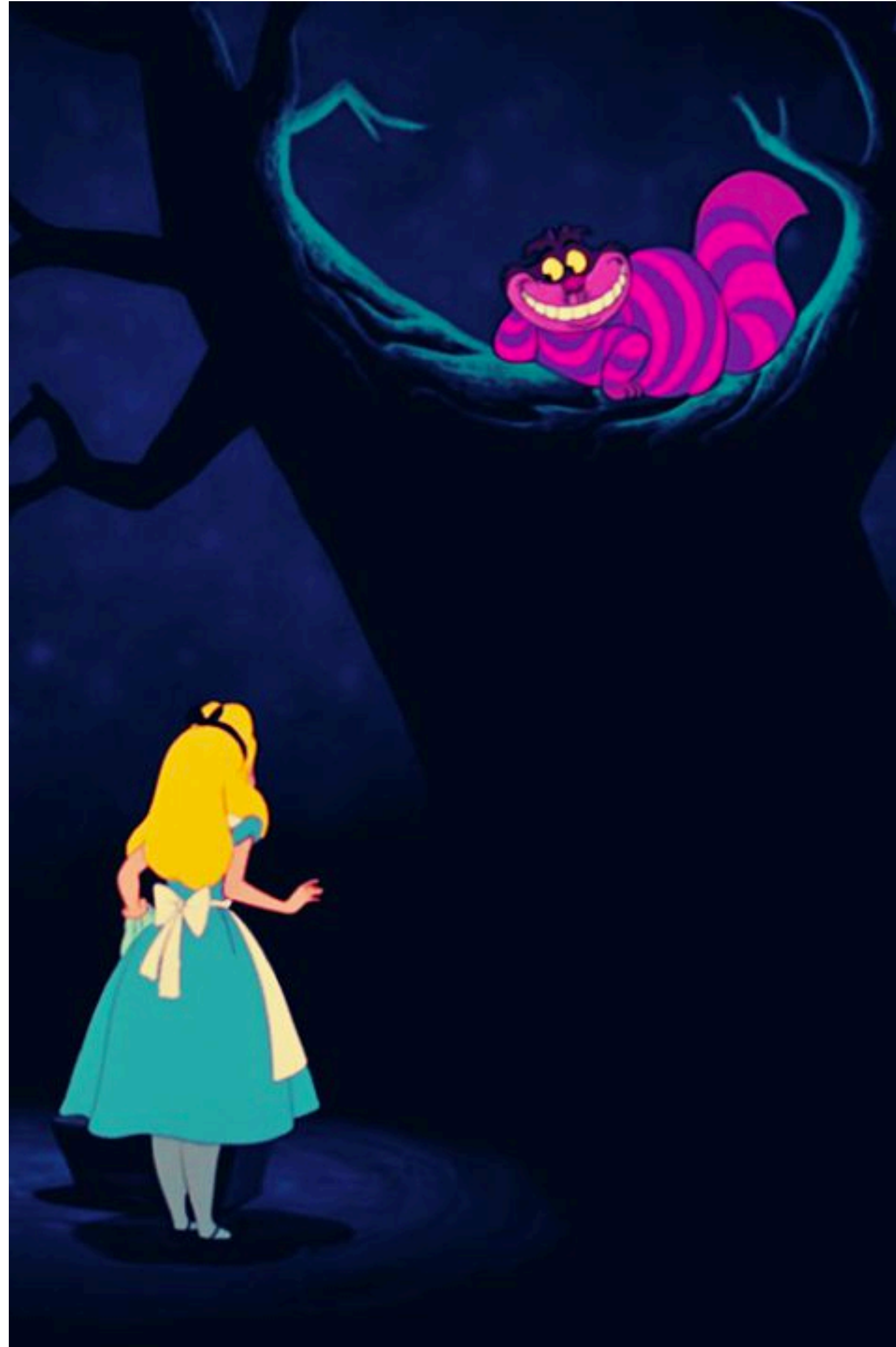# PLANNING FOR THE SHORT AND LONG TERM

If you don't know where you're going, how can you take the first step?

Start with a vision, then build the plan to make it a reality.

Pareto Principle | 80/20 Rule

25   **20%** →   5   **20%** →   1

DREAM GOAL
OR
10 YEAR GOAL

→

5 YEAR GOAL

→

1 YEAR GOAL
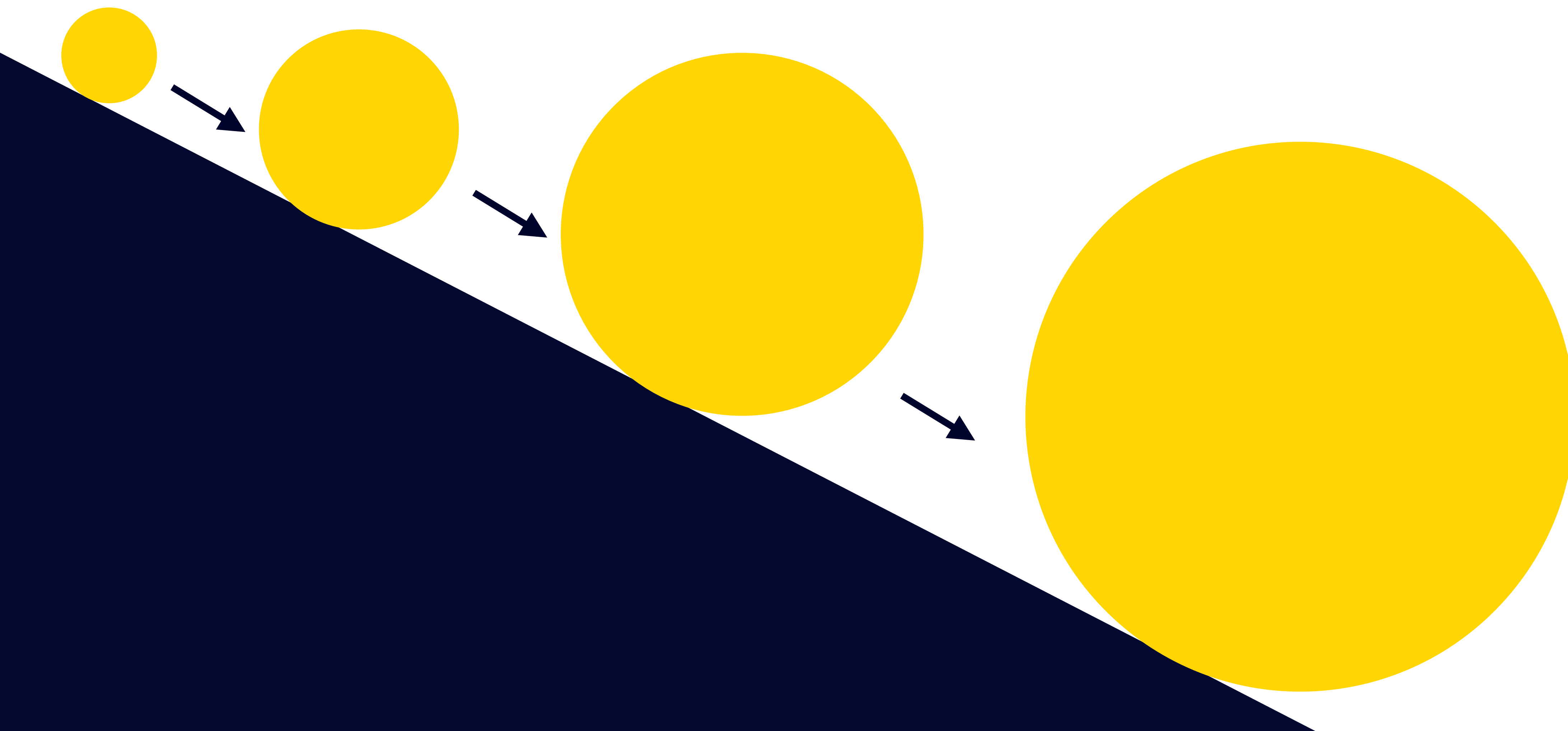
MONTHLY GOAL → WEEKLY GOAL → DAILY GOAL

The Snowball Effect

DAILY GOAL   MONTHLY GOAL   1 YEAR GOAL   5 YEAR GOAL   10 YEAR GOAL

MANAGING YOUR TIME

Most people have long to-do lists and get trapped with "busy" work.

Paul Graham's Maker Schedule

Paul Graham's Maker Schedule

- Categorize your time into two buckets: Maker (do or create) and Manager (oversee and direct)

- Maker requires huge chunks of time: code, generate leads, or develop ideas

- Manager: divided into hours, oversee others, and meetings

- Maker in the morning and management in the afternoon

Most Peoples' Typical Day

80%
Busy Work

20%
Important Task
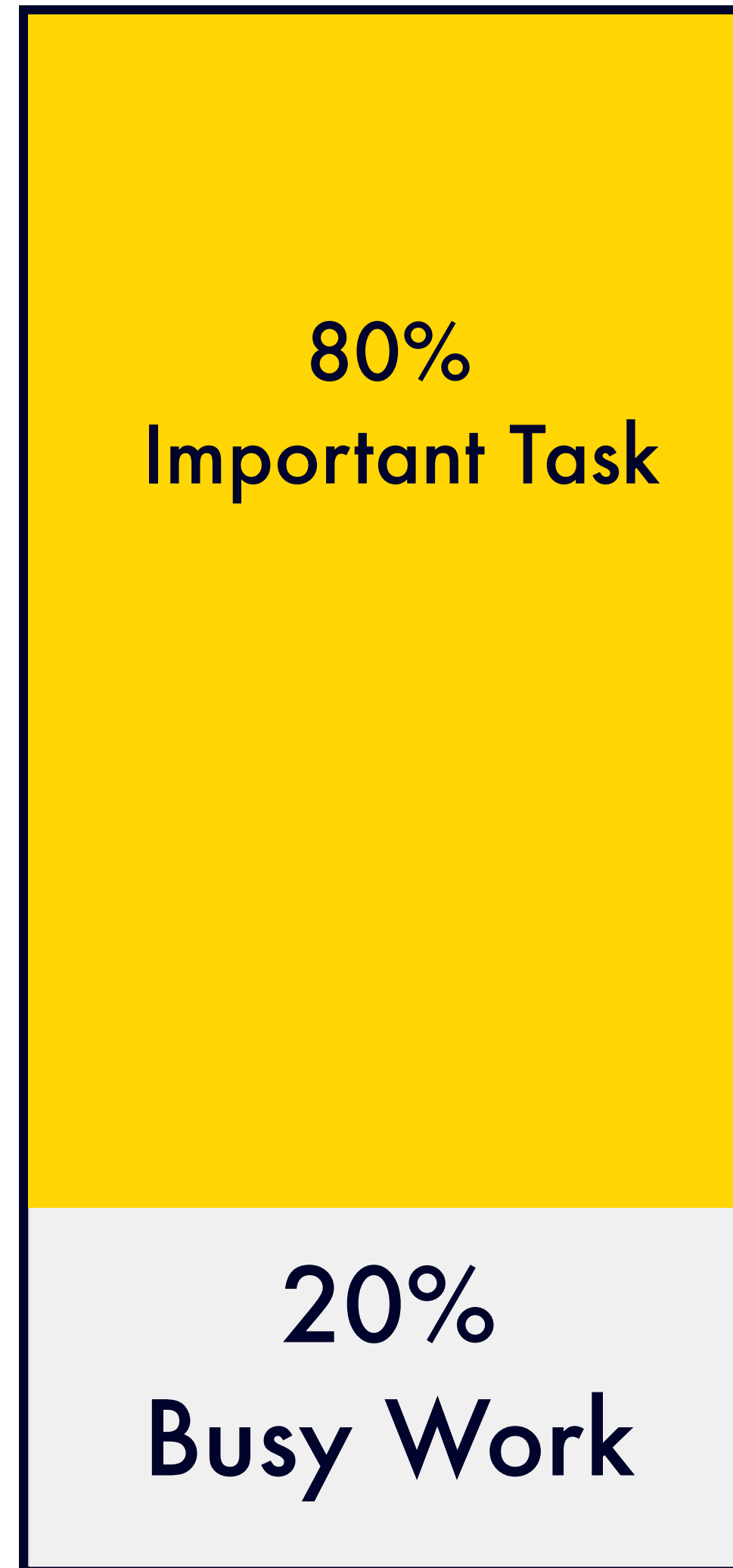
Your New Productive Day

50%
Important Task

50%
Busy Work
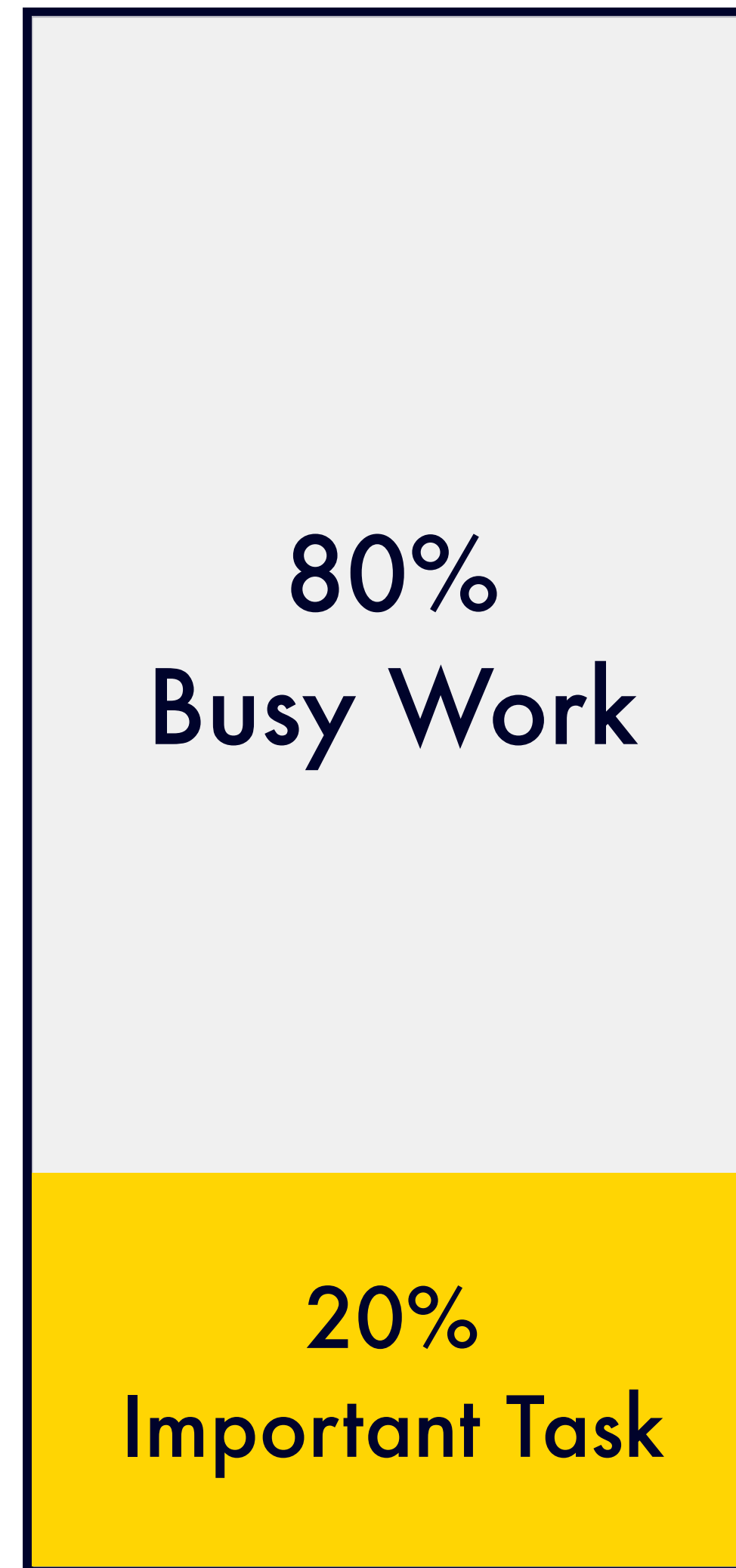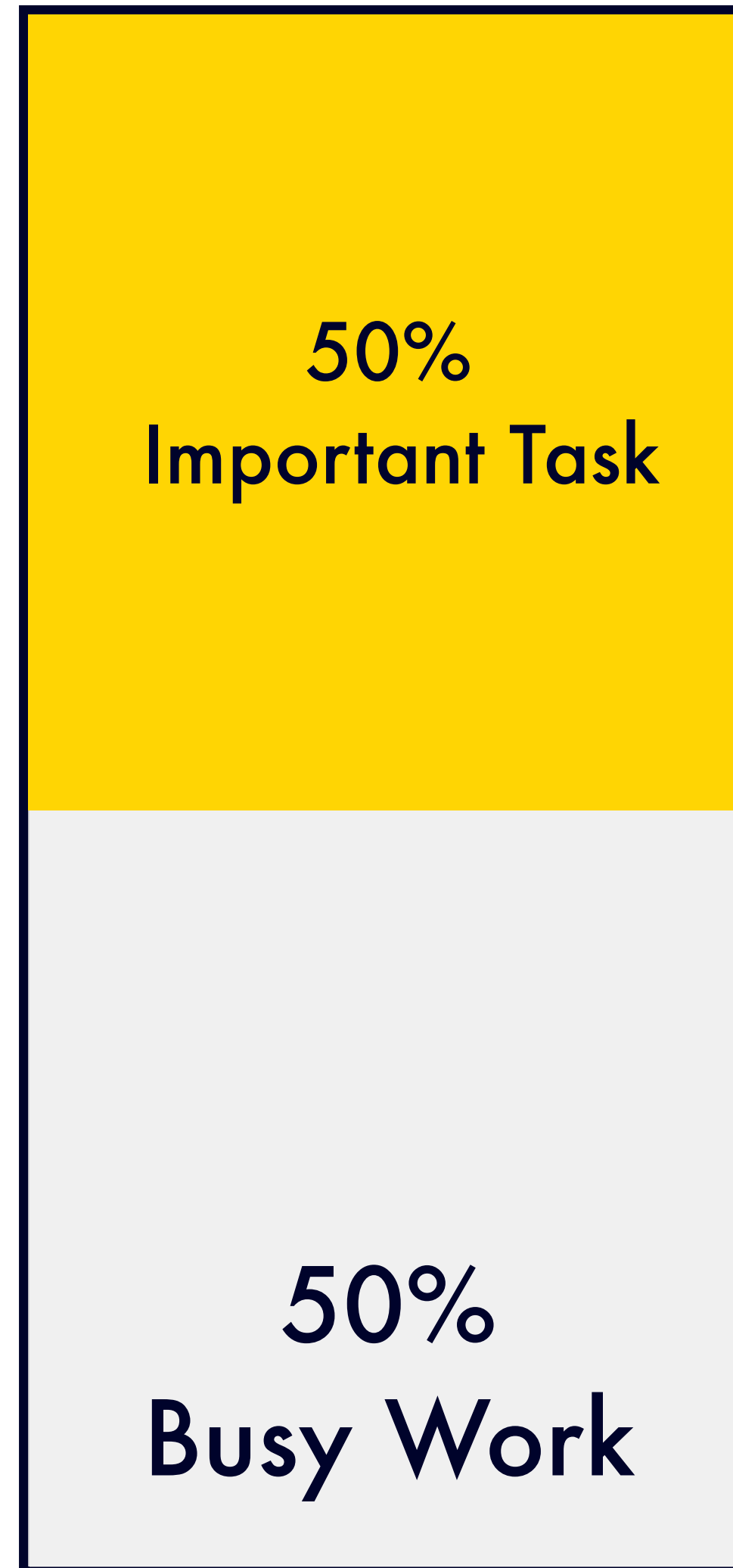
1) Schedule a minimum of 4 hours per day on your MAIN PRIORITY

2) Schedule this time block at the beginning of the work day

Your New Productive Day

80%
Important Task

20%
Busy Work
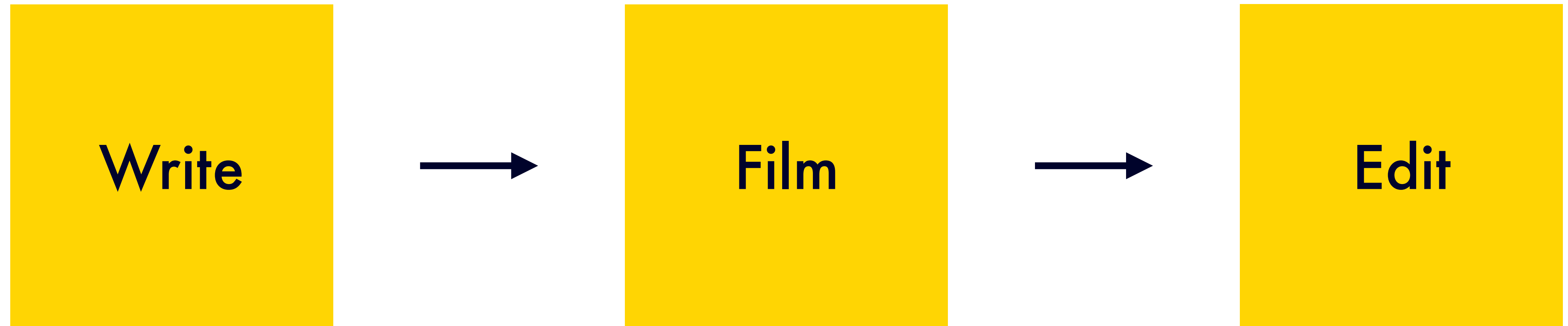
Focus on your priorities and everything else will not matter.

BATCHING

The more you switch tasks, the less productive you will be because of switching fatigue.

Process to Creating This Course

Write $\rightarrow$ Film $\rightarrow$ Edit
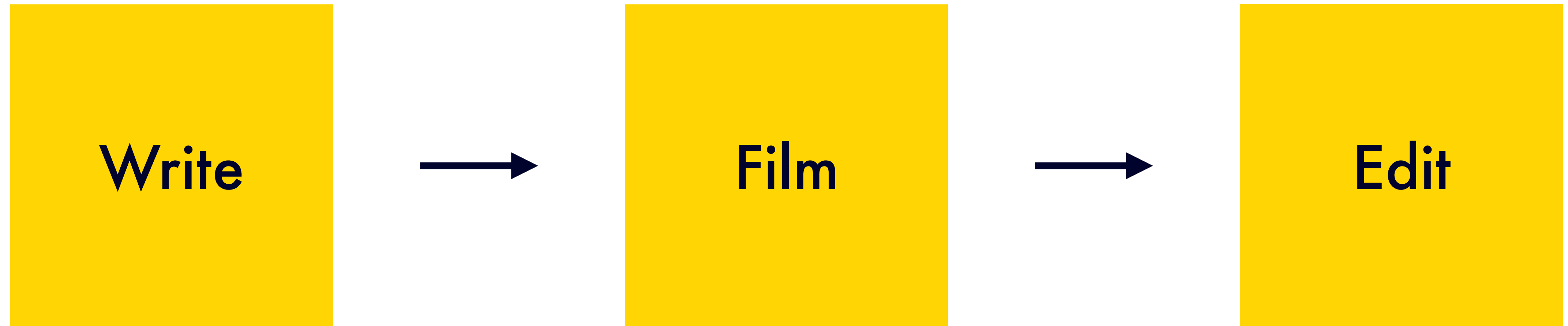
Write > Film > Edit | Write > Film > Edit | Write > Film > Edit

Batching your work saves your energy from switching fatigue.

Process to Creating This Course

Write	→	Film	→	Edit

Write > Write > Write | Film > Film > Film | Edit > Edit > Edit

CRAFTING A HEALTHY ROUTINE

People tell me they don't have time to exercise...

Or don't have time to eat healthy...
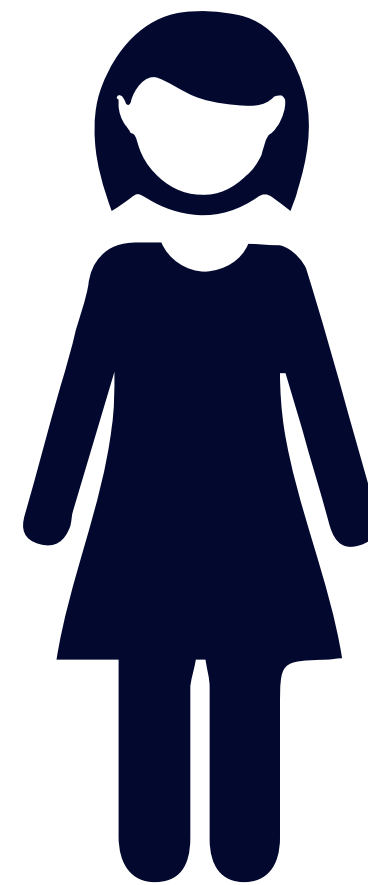
And they even say they don't have time to sleep...

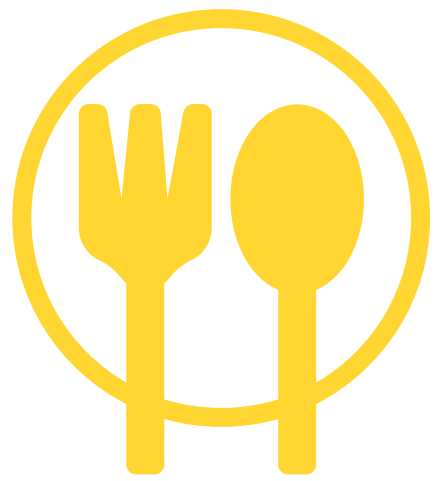But what they don't realize is they are setting themselves up for failure in the long term.

When you're going at such a "fast pace", you're borrowing *something*.

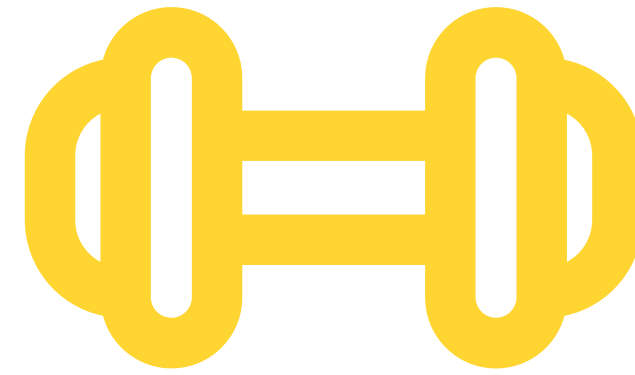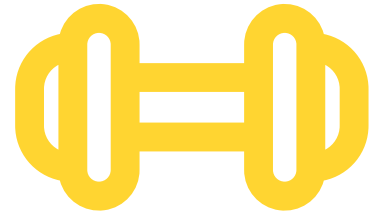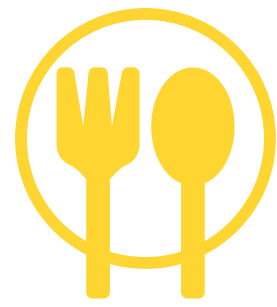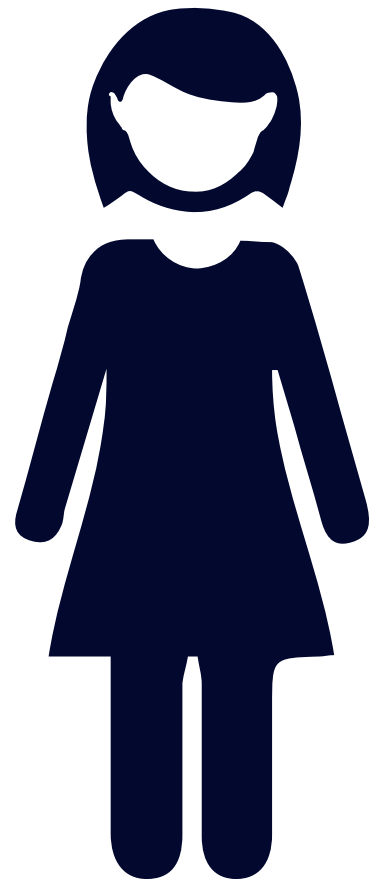Think as if your body was a machine

Eating Healthy

Exercise

Sleep

INPUTS

INPUTS

Your INPUTS will directly effect your OUTPUTS

OUTPUTS

How can you perform your best if you're always tired and your body hurts.

The problem isn't that people don't have enough time...

It's that they don't make their health a **priority**

Healthy Daily Routine Example

Early Morning	Work Day	After Work
Meditate	Plan My Day	Exercise
Breakfast	Priorites	Relax
Time with Loved Ones	Everything Else	8 Hours of Sleep

The key is to plan and visualize your daily schedule.

Don't do things when you "feel like it"