

Effective Planner Guide

Inspired by Stephen Covey

TABLE 1: Defining Your Roles and Goals

COLUMN 1

Your roles in life:

Which roles do you already play in your personal, professional, and communal life?

Do you wish to have any additional roles in the future?

Example: Personal – Friend,
Professional – Project Manager.

COLUMN 2

Define long-term goals:

Describe your vision. What do you want to achieve related to your specific roles?

Think long-term. Where do you want to be in months or years?

Example: Friend – be more present and supportive.

Project manager – lead with confidence and efficiency.

COLUMN 2

Define short-term steps:

Which actions will take you to your long-term goals?

Break down your vision into daily/weekly steps. Practice them consistently.

Example: Friend – call or meet up once a week.

Project Manager – set up feedback meetings at work.

TABLE 2: Set up your Personal Mission Statement

Your personal mission statement:

- is a clear, concise expression of your **values, principles**, and **long-term goals**;
- serves as a guide for **decision-making** and aligns **daily actions** with one's **deeper purpose**;
- helps you focus on what is most **important** and provides a sense of **direction in life**.

Example:

- To be a worthy leader by encouraging creative thinking in my coworkers and helping them nurture the confidence to express their ideas.
- To be open to mentoring and educating anyone interested in my work and professional skills.
- To continuously learn and develop new skills.
- To have an open mind toward new technologies.
- To set a good example for my kids. Show them how to live a peaceful and fulfilled life.
- To be attentive to my partner's needs and support them in achieving their goals.
- To invest money wisely, spend it rationally but not be stingy.
- To nurture my friendships.
- ...

TABLE 3: Arranging your tasks & activities

The 4 Quadrants of Time Management

- **Prioritize tasks** based on urgency and importance.
- By categorizing activities into four quadrants, you can focus on **what truly matters**, reduce stress, and improve productivity.
- The key is to spend **more time in Quadrant 2** (Important but Not Urgent) to prevent crises and achieve long-term success.
- **Fill Quadrant 2 with the short-term steps that you put down in Table 1.**

Q1

Urgent & Important:

crises, pressing deadlines, and critical problems;

minimize these by planning ahead.

Q2

Not Urgent but Important:

long-term planning, personal growth, relationship-building;

prioritizing this quadrant leads to success and balance.

Q3

Urgent but Not Important :

interruptions, unnecessary meetings, and tasks that feel urgent but don't contribute to your goals;

limit these.

Q4

Not Urgent & Not Important:

time-wasters like excessive social media, pointless emails, or unproductive activities;

avoid or minimize.

TABLE 4: Organise your week

Weekly planner:

- **Schedule tasks** and activities from Table 3 .
- **Focus on Quadrant 2** and allocate your free time to those activities.
- **Adapt the planner** weekly or every few weeks based on your progress and responsibilities.
- Be as **consistent** as possible in practicing the Quadrant 2 activities.

[illegible]

my personal mission statement

[illegible]

WEEKLY TASKS AND ACTIVITIES	URGENT	NOT URGENT
IMPORTANT		
NOT IMPORTANT		

	MON	TUE	WED	THU	FRI	SAT	SUN
EARLY MORNING							
LATE MORNING							
NOON							
EARLY AFTERNOON							
LATE AFTERNOON							
EVENING							
NIGHT							