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5 Steps to Planning A Productive Week

1 . Remove the resistance

Step one of the planning process is removing resistance that may come from bad experiences with planning.

Planning is often accelerating the most anxious parts of one's week to the fore, to consider and to deal with them. So first thing is to recognize where resistance comes from, and create an environment where you actually want to plan.

2 . Choose your no.1 priority

Number two is to choose your number one priority. What is the most leveraged thing that will make everything else in your life easier or unnecessary once it's done?

This one thing comes before all other things in importance and will give you radical clarity to start off your planning.

3 . Interrogate your calendar

An interrogation means examining your calendar from different angles, determining the truth of your time supply. Because there are things that should be on your calendar that aren't, and there are things that are on your calendar that shouldn't be.

Once you've done that thoroughly, you can lean unquestioningly on your calendar in a way that many people don't.

4 . Triage your task list

If your calendar represents your time supply, your task list represents your demand. These are the things people want you to do, or that you want to do with your time.

Many of us have more things to do than we can humanly manage. And like a doctor among casualties on a battlefield, we can't get to them all.

So we have to triage, and we have to be ruthless about it so that we can do the most good with our time. What absolutely needs to be done? What can maybe be done later? And what must we accept will never get done?

5 . Calendarize your task list

Once you've got a reliable calendar, and you've triaged your task list, and you understand your number one priority for the week, this is where you marry them all together. You take the things you say you're going to do and give them an actual time in the calendar when you're going to do them.

Check out Demir Bentley's book, [Winning the Week](#)
Optimize your business and your life inside the [James Schramko membership](#)