

MAKE GOOD THINGS HAPPEN

Action Planner



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At Make Good Things Happen, we prioritise planning and organisation. Being prepared arms us with a sharper focus on our day-to-day activities rather than spending valuable time at the computer wondering what we should do next. Spending a little time each day, week, month and year on planning results in clarity, confidence and most importantly, action. Performing these exercises also means you can make sure you're doing what's important to you, providing you with peace of mind and a sense of achievement.

We've custom-designed a template to assist you with this process. To start, map out your major business goals and activities for the year, month to month, then get down to the details to make sure you allocate time to make it happen using the weekly template.

That's where you start by planning out your "average" week. It's important to consider all the "must-dos"; those non-negotiable activities that support our wellbeing, our creativity and the commitments we've made to ourselves and others. Things like self-care (doctor appointments and yoga through to massages) family commitments (birthday events through to school concerts), school pick-ups, exercise, grocery shopping, etc..

When it's completed, pop that version up on your fridge or in the high-traffic zone of your household so everyone can see it. Our experience shows that it helps those you live with to understand and respect what your week looks like in its minutiae. Next, photocopy your "average week" to use as your base planner each Sunday night and ensure you don't miss a single commitment, whether it's one you've made to yourself, the business or those you care about!

Use the year plan to map out...	Use the week plan to schedule...
• Product launches • Markets • Trade shows • Website upgrades • Big business expenses • Production times • Marketing campaigns • School holidays • Events such as Mother's Day	• Self care • Exercise • Family commitments • Studio hours • Computer hours • Bookkeeping • Social media • Order fulfilment • Post office visits

Macro — Dream Big					
January	February	March	April	May	June
July	August	September	October	November	December

Micro — Get It Done							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							