

# PLAN YOUR WORK / WORK YOUR PLAN

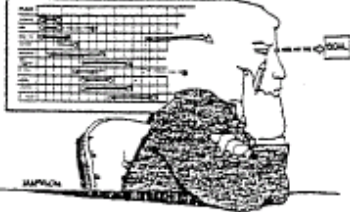
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This is an extract from a detailed book in the office

P A R T

I

## Introduction to Planning

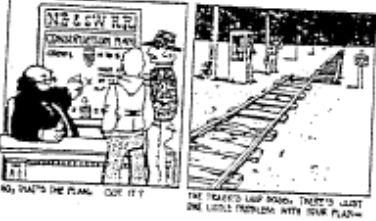


WELCOME to Plan Your Work/Work Your Plan. This book will provide some simple and easily followed techniques that will pay you personal dividends. The results you can get from faithfully applying the techniques presented can be dramatic: hard to believe! Take the plunge and see for yourself.

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II

## Why People Don't Plan




Planning takes lots of concentrated thought. You have to know where you are in life, what options are open to you, where you want to go, and what you have to do to get there. That requires self-examination and a thorough analysis of your strengths, weaknesses, philosophy, and attitudes.

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III

## How to Plan



You've been introduced to some of the fundamentals of planning, and a number of reasons why some short-sighted people choose not to plan. Now you've probably all set to do some planning of your own. But before you get involved with a major project, you should run through a few preliminary concepts to give yourself a better base from which to start. This part contains some things you ought to know about risk, luck, contingencies, assumptions, performance measures, and endings.

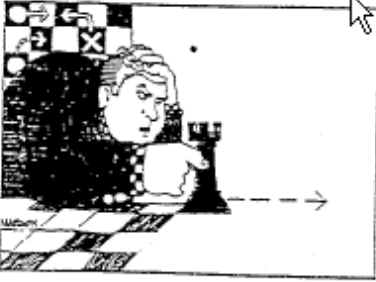
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## Strategies for Success




Now let's get down to specifics. Assess your planning skills on the next page. Then read the strategies on the following pages. They will help prepare you for planning, show you the difference between good and bad planning, and give you the tools you need to reach your goals and objectives.

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## Hints and Tips




This part offers some useful tips—from playing the odds to printing the pump. When you've worked through it, you'll be physically and emotionally ready to get your plan in motion. You'll know what makes a good plan and a good planner. You'll be able to recognize some of the probable causes of failure and know how to avoid them.

Remember, plan for the problems you hope will never come. And whenever opportunity knocks, be sure you're there to answer the door.

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VI

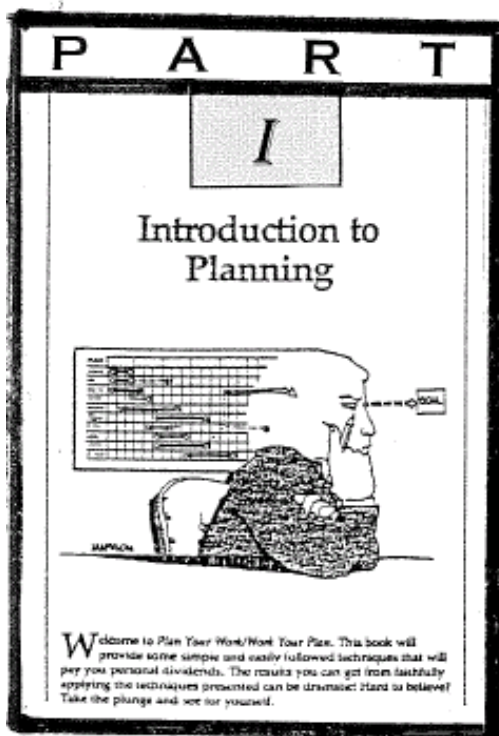
## Your Plan of Action



You've designed your hoped-for future and, by spelling out your goals and objectives, you've taken the first few steps toward getting there. Now you're ready for action. All you have to do is carry out your plan.

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## 1. INTRODUCTION TO PLANNING

Definition of Planning: Rational, realistic assessments, risks, hazards/opportunities, goals, facts/fantasies, milestones, power.

Types: A) Future gearing up B) Here and now C) Follow the leader D) Analytical (problem solving)

Two models:-

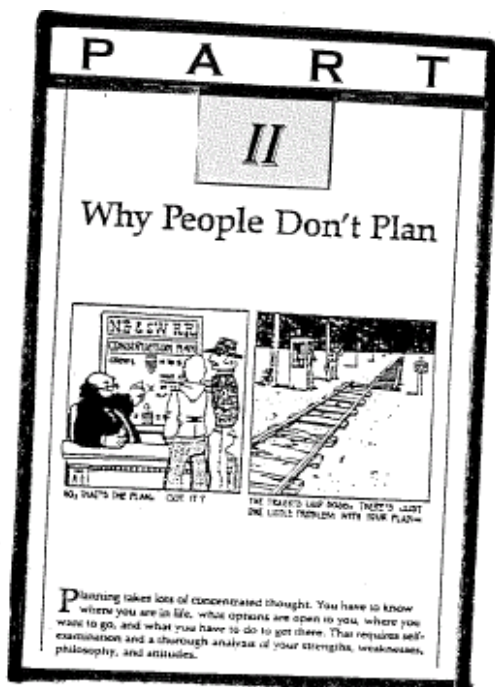
- ✓ Inside Out. Based on you. Future. Self appraisal
- ✓ Outside In. You come second. Other people. Outside trends. (a lot of waiting)

8 Steps: -

1. Assessment,
2. Commitment,
3. Investigation,
4. Decision,
5. Organisation,
6. Preparation,
7. Implementation,
8. Achievements.

Benefits:

- ✓ Gives direction, coordinates, standardises, clarifies, reveals and stimulates.

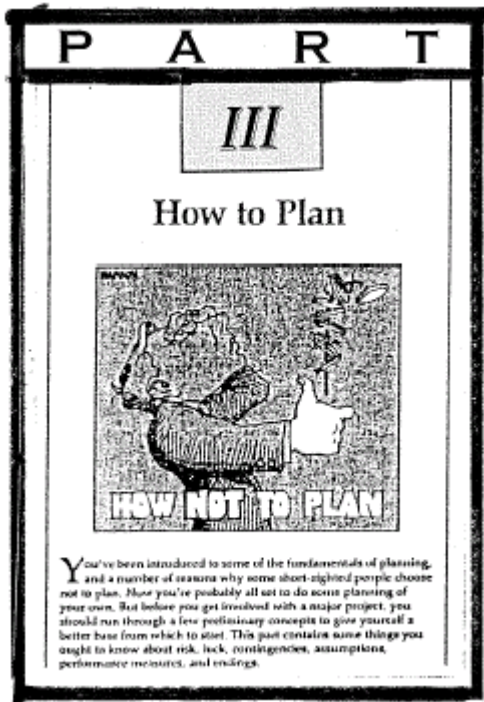


## 2. WHY PEOPLE DON'T PLAN

- ✓ Negative attitude,
- ✓ Avoid responsibility,
- ✓ Lack of perception,
- ✓ Intellectual and expressive bugs,
- ✓ Inflexibility,
- ✓ Limited viewpoints,
- ✓ Fear of unknown.

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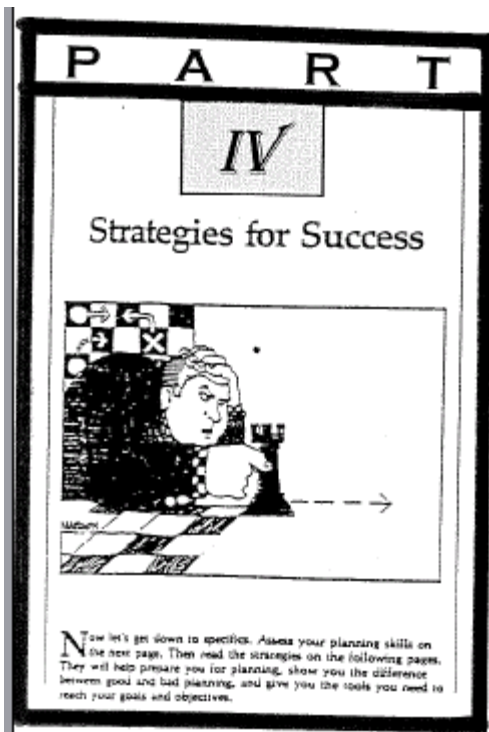
### 3. HOW TO PLAN

Element of risk.

Luck versus planning?

Planning for contingencies,

- ✓ Assumptions,
- ✓ Measures,
- ✓ Endings.



### 4. STRATEGIES FOR SUCCESS

Quiz yourself! → S.W.O.T.

Know what you want to do. Develop goals and objectives. Establish criteria.

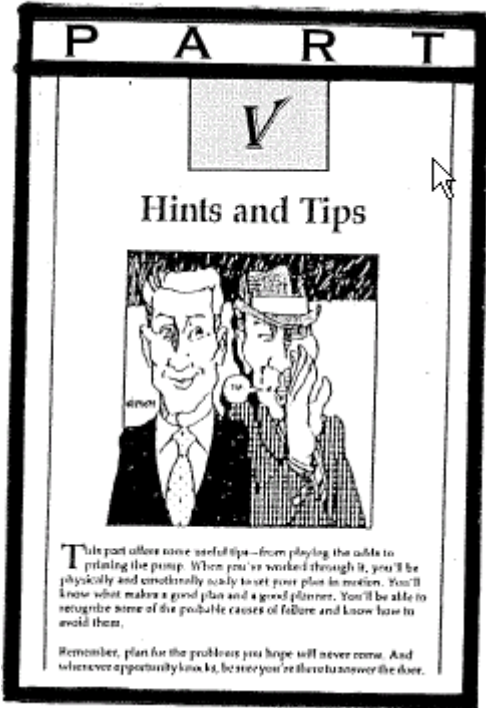
Clarify your plan. Manage your time. Goals. Objectives. Milestones.

Goals are broad, long term idealistic statements of hoped for accomplishments.

Objectives are clear concise statements of activities to complete within a specific time frame.

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### 5. HINTS AND TIPS

Play the Odds

- ✓ Know your odds. Change strategy to improve your odds.

Assign Priorities

- ✓ An important task is one that yields a high return for the time and clearly contributes to the achievement of your long term goals.

Dynamic Imaging

- Creative visualisation.

Make a Commitment

- Put it in writing and tell everyone and believe in it!

Start When Ready

- Make the first task easy and get going!

Work At It

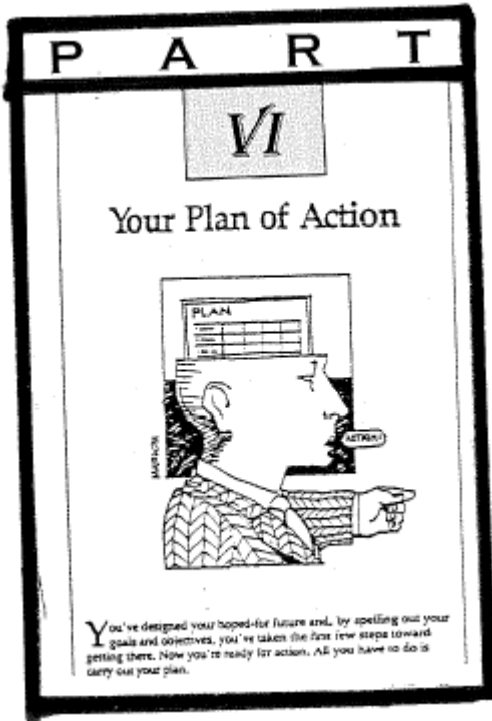
- Success is habit forming

Stay Flexible

- Keep analysing

Know Your World

- Look around, compare, know how to relate



### 6. YOUR PLAN OF ACTION

8 Strategies:

1. Develop the planning habit,
2. find a way,
3. get help,
4. be accurate,
5. be perceptive,
6. keep it simple,
7. get better,
8. be flexible.

Review the 8 Basic Steps (not strategies)

Establish Priorities

- Compare the list

A Friendly Reminder

- A leading task (simple action/goal to achieve to start the flow)

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