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Dear :

This is a quick overview of how I use the Goal Crazy planner. I'm not saying it's the only way, or the best way. I'm saying that it's the way I'm currently using mine.



Before I Begin

I use mechanical pencils with my planners, and with all the notebooks & journals I use. The big thing I find lacking on the Goal Crazy planner is a pen (or in my case - pencil) holder loop. You can buy multi-packs on Amazon for just a few dollars. I have plain ones and leather ones, in addition to the "motivational phrase" version I attached to the cover of my current Goal Crazy planner.

You can also just carry a pen in your pocket and use that one, but I like to keep a dedicated writing implement for my planner.

Getting Started

First, you can begin using the Goal Crazy planner (or any goal planner) on any day of any month. Yes, most goal planners are structured to start on Mondays. If it's Thursday, skip the first three days of the starting week. It's no big whoop.

But before you start, regardless of whether you've used a planner before or not, read & complete the section called My Life Crash Course at the beginning of the planner. It will help introduce you to the ideas you'll be attending to in the rest of the planner. You'll find out what areas of your life are important to you, and which areas need the most attention. This section also helps you set short and medium-term goals.

It's important that you take your time over this section. I suggest going through it at least a couple of times. First, try to go through it as fast as you can, without thinking too hard about what a particular question asks you to write down. Take a couple days, leave it alone. Think about something else. Then come back to this section and go over it slowly. Consider what you wrote, especially the parts about your goals. Concentrate on your most impactful goal. What one goal, if you accomplished it, would set you up for success? What tasks would help complete other tasks and goals? Many times, when you don't give yourself time to consider, your first fast answer is closest to the truth. That's why I suggest you go through quickly, write your answers (in pencil), and then come back and spend time considering them.



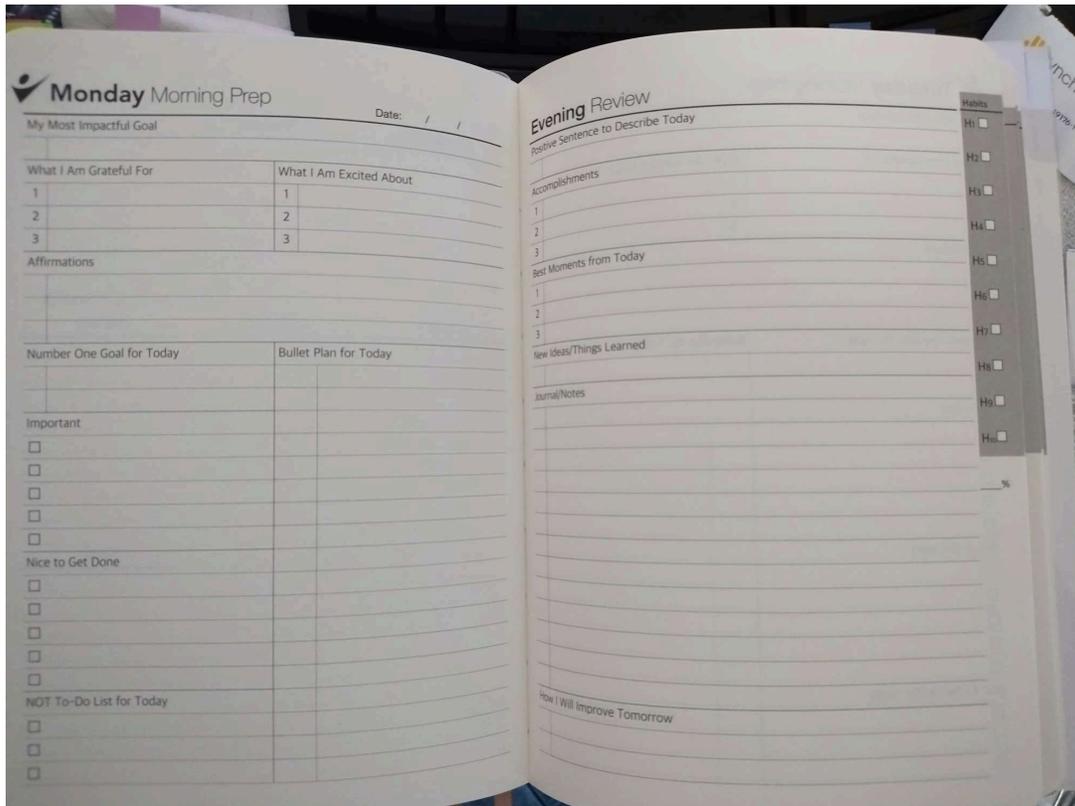
Months & Weeks

The first section allows you to set goals for the three months that make up the planner, and then set weekly goals for each month, and even the days. Don't skip this.

Here's a big secret: You're allowed to change your goals as time goes on! Maybe you won't reach the goals for your first week. Maybe you'll exceed your goals for a week. That's okay! Revise a timeline if you have to, or raise the number of repetitions or whatever for your goals. The object isn't to meet or exceed your goals - it's to give yourself a deadline for them, and to challenge yourself in pursuing them. This is one of the ways you'll amaze yourself - and maybe a boss

or co-worker, or a friend or spouse - with your accomplishments by setting and meeting goals.

The next section is for weekly goals. Again, it's important that you take your overall 12 week goals and break them down into sections you strive to accomplish in each month. Then break the monthly goals down into pieces that you set for the week, with the idea that each week's goals will be worked on day-by-day.



Week by Week

Here's the meat of the planner. Where the rubber hits the road. That's right - I just called it rubber meat. Bringing analogies together is not my strong suit.

Each week starts with a two-page goal & planning spread, and ends with a one-page reflection, or summary.

The week is broken into seven days, and each day is made up of two pages. On the left is mainly the planning & tracking page, while the right page might be called the reflection page, where you record what you learned & experienced, as well as what you plan to do tomorrow.

The thing I want to point out here is the "Bullet Plan for Today" section. I use this section as a time planner. Instead of bullets, I use the small left-hand column as half hour time increments - 10:00, 10:30, etc. In the right hand column, I write

down what I need to do at that time. I may section off a 90 minute block to write a document, or 60 minutes for lunch - whatever. Not having a pre-printed hourly schedule (or at least a dedicated space for one) is what I consider the biggest misstep of the Goal Crazy planner. But as I just explained, it's very easy to get around that.

Notes

The final section of the planner is for notes. If I'm carrying my planner with me during down time (lunch, for example), I can use this space to take notes for content ideas, or try to arrange a schedule I'm playing with in my head. When I get back to my office, I can transfer them to my computer, or another notebook or journal if I need to.

Thanks for reading. I'm glad you find my emails helpful enough that you continue to read them. I appreciate it!

Until next time, be well and stay healthy & happy.

Very best,

Scott Gardner

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