WSC - Daily Planning Review

30 second summary:

- **Summary:** Under 30 minutes, optimize your upcoming your day and identify your potential triggers for less stress and more results
- **Main Outcome:** Higher clarity on what TO DO and what NOT DO for your upcoming day (more clarity, motivation, focus on value, less procrastination, stress, doubts)
- **Top Benefit(s):** Your day is less stressful, and your time is more focused on value and enjoyable experiences
- **Next Steps:** Apply this habit in the morning or at might at least 8 times in the next 14 calendar days then decide to adjust/anchor/drop
- **Duration:** 25-30 minutes.
- **Target Audience:** Anybody willing to reduce stress and anxiety and enjoy their days more

Why it works

- **Before:**

  "Time and Priority management" is on most of our clients self-development plan; when we ask how they prioritize their days, we get mixed answers like "I just go by my inbox", "I think of it during my commute", " I read my TO DO", "I go by my calendar"… We also hear from most of them things like "I work too many hours", "I do not spend enough "Strategic" time", "I should have said NO to that or him", "I feel anxious, stressed too often" ….

- **After:**

  The Daily Review is a process that in less than 30 minutes per day helps you plan your day by preparing all different parts of you that will be in power during your day: of course, your Rational part but also your Emotional and Reptilian parts (the ones in charge under trigger or pressure or with key stakeholders). By clarifying your TO DOs from your NOT DOs, this process adjusts your day to your capacity and your priorities but also to the unknown (20-40% for most of us) while sharing visibility with others for notice and alignment.

  Most clients using this process report after a few weeks having saved between 4 and 6 hours per week; what would you possibly do if all your Friday Afternoons were off? ☺

-TO DO

- ⊘ **5m: 25m timer + synchronize emails + Break Routine + Update Calendar for previous day (timeslots)**
- ⊘ **5m: Apply Morning Visualization**
- ⊘ **5m: Adjust your calendar after reading your Weekly Priorities and your Calendar (today and tomorrow)**
  Adjust timeslots (label, duration, time, and color)
  Check: no overlap + buffer/breaks timeslots (especially before potential triggering events)
- ⊘ **5m: Read/Flag emails (but DO NOT answer them yet)**
- ⊘ **5m: Prepare your meetings/priorities for the day:**
  For TO DO:
  – reframe expectations until 1) aligned with others'; 2) achievable in time available; 3) under your exclusive control; 4) you feel no stress or potential trigger
  – communicate to others for enough visibility/alignment/notice (to maintain trust and credibility)
  For NOT DO:
  – commit on what you will NOT DO and assess how your guts feel
  – decide the best communication strategy (to maintain trust and credibility; key if you are triggered):
  – cancel, delegate, reschedule, rescope…
  – communicate to others for enough visibility/alignment/notice
- ⊘ **5m: Break Routine + Buffer**
- ⊘ **Optional:**
  Answer Urgent and Important emails

NOT DO

- ⊘ Start reading or answering emails (as they are others' priorities, not yours and are likely to trigger you)
- ⊘ Skip the review or the emotional side of it (as the emotions will uncover your potential triggers which are your main time stealers)
- ⊘ Skip the NOT DO tasks (as they create many triggers and often the belief that "I am not good enough if I don't do it")

Your next 2 weeks steps

⊘ **Start NOW or schedule your first try:**
Apply TO DO right away (<30 minutes)
Once done, decide your commitment for the next 2 weeks
How are you feeling right after? Compared to before? What was the value for you?
What to adjust for you to commit for 2 weeks?
Visualize the next time you apply it and how you would like to feel
Celebrate that you have tried something new

⊘ **Build your habit (-> more practice -> more results)**
Model: After [OTHER CURRENT HABIT] and at/when [TIME], I will [NEW HABIT] in [LOCATION].
Example: When I sit at my desk for the first time in the morning, I set a timer for 25 minutes, I visualize myself finishing my Daily Planning Review and feeling much clearer, excited, and less stressed about the day.
Print your sticky habit

⊘ **Total time:**
30m/day X 8 = 4 hours in 2 weeks

⊘ **How you measure success:**
Have applied at least 8X times in the next 2 weeks

⊘ **What value you can expect:**
Less stress or distraction; more focus; 4-6 hours saved per week

⊘ **How to get started:**
Print and fill your Habit template then apply right away
⊘

WISER
SOONER
COACHING