

# How to Use *This Planner*

## Assembling It:

1. Print it off

(I had to save it by month, because the file was too big to save as one pdf.)

2. Slip in the extra sheets where they make sense for YOU.

I didn't want to insert those directly into the document because some people finish their hiring in February, others finish it in May, just like some camps run for 4 months, others run for a week. So just pop them in after the appropriate month.

3. Use a hole punch to put it into a binder, or use one of those heavy-duty staplers  
Text placeholder

## Day to Day Use:

### Quarters

You'll notice that this planner is broken down into quarters. That's because it's hard to set goals for the whole year, it's too far away so there's no urgency, or it makes the goals themselves feel too daunting. So we'll take our big ideas and break them down into small goals that we can achieve during specific times of the year.

The first month in each quarter has a section to outline priorities of the next three months.

### Focus

Each month has a section for you to determine what you will focus on.

Using quarterly priorities list, break it down further to help highlight what projects are most important for that month.

For example: Your priorities for the first quarter might be staff recruitment, staff development planning, camper recruitment, and program planning.

Even though all those things are important and need to be completed, you might decide that in January much of your attention will go toward staff & camper recruitment.

### Goals

Once you determine where your focus will lie, set some goals to help ensure you stay on track.

The goal should be specific and have a timeline attached.

The objective section is for smaller milestones you need to reach to accomplish your goal.

The task section is for next steps that will lead you to your objective and ultimately your goal.

For more information on goal setting, please use the Goal Setting Workshop.



## Weekly Plan

Use the same process as above for setting weekly goals that will move you toward your monthly and quarterly goals.

## To Do

Jot down everything you can think of that needs to get done for the week. Don't try to put them in any kind of order or rank as you're listing them, just write down everything you think of.

Using the Brian Tracy ABCDE method for setting priorities, place an A next to the 1 to 3 things on your list that are most important, then place the numbers 1, 2, or 3 next to the A to indicate the order they should be completed in. Next, move on to the B items, C items, etc.

NOTE: I placed the weekly plan at the beginning of the week so you don't have to flip too far to review it throughout the week, but I strongly recommend making a few moments to complete it on Friday before you leave for the weekend, so you can hit the ground running on Monday.

(And during camp season, you can move it and the review page to represent when your session begins and ends).

## Daily Plan

You'll notice only 3 lines under the To Do section each day, that's because you're only going to focus on your 3 most important tasks. If you complete those, then move on to the next important listed on your weekly to-do list, but not until you've completed your highest priorities.

There's also space for you to decide what your main focus for the day is, (that can be anything from a specific work related task, to something more personal, like staying present, laughing more, or getting more steps in.)

Take a few moments at the beginning of your day to write down your focus, some things you're grateful for, and something you're excited about. It will help get the day off to a great start.

There's also a place to track your water consumption, put a checkmark, x, or sticker over each glass of water you drink.

At the end of the day take a moment to reflect and decide what your win was, there's always something to celebrate, even on the really hard days.

## Weekly Review

Celebrate your wins for the week, and come up with some solutions for things that challenged you. We grow by learning from our challenges.

