Planning the Practice
focus for professionals

Freedom Planner

How does one gain freedom from the busyness of their life? When I think about this question, I also wonder how many people go through life responding and reacting to their encounters rather than designing their life. I believe freedom comes first by being in control of your own destiny. Being in control of your own destiny requires a certain mindset; a growth mindset. Part of one's destiny is understanding one's purpose in life.

If you want more freedom in your day, you will need to engage in some design strategies for planning your activities. This worksheet is designed to help you be more mindful in designing your day to allow more time to focus on your growth goals. You will need to have some control over at least some of your day.

Step 1: Find your **Purpose**. *Your purpose is the reason you live. It is the one thing that gets you up in the morning. It is the answer for when you question 'why?'*

Step 2: **Design** your day. *Decide now whether you are going to go through each day of your life in response to your encounters or are you going to make the life you want happen.*

Step 3: **Capture** all your appointments, tasks, thoughts, ideas, etc. *Use this space to write out all the things that are on your mind. All your appointments, the things you believe you need to do, the thoughts running through your mind, everything (you may need another sheet of paper). Don't worry about whether everything here is connected in some way, just write it out.*

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Step 4: **Decide** whether you need to ***Do***, ***Delegate***, ***Discard*** each item above. *You may need another sheet of paper for this part of the exercise. Spend less than one minute deciding whether each item is something you need to do, delegate, or discard.*

Do, Delegate or Discard	*Item Name*

Step 5: **Organize** your day into some planning system. *You may want to consider using our Planning the Practice system.*

Step 6: **Act.** *For every item you are going to do something with, ask, "What is my next action?"*

Step 7: **Practice.** *For us practice means regularly engage in activity that produces growth.*

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