



Creating an effective yearly planner Worksheet (g)

Prioritisation is based on what you value or what you think you need to achieve. This is probably the most commonly used and rational basis for prioritisation. Whether this is based on a subjective guess at value or a sophisticated evaluation, it often gives the most efficient results. Using a yearly or weekly planner is a good way to ensure that you are achieving what is most important to you. Many good yearly, monthly and weekly planners are available free on the internet, or from your book or stationery supplier. Use the planner to map out what you need to achieve, by when, and allocate time to each day/week to ensure that you achieve those aims.

The following points can help you to create an effective schedule in your planner:

Start with the end in mind

First list all of the big items or projects you want to achieve for the next 12 months.

Consult with your coach, trainer, team manager, educational institution, family and friends to help you to determine what your big projects are.

Cover areas of your life that are important to you for example:

- Training
 - Competitions
 - Financial (earning and saving)
 - Family and friends
 - Learning / study
 - Health
 - Spiritual, including time for reflection
 - Other: depending on what you are doing these may include, business, travel, mentoring, and some other hobby you have.
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Depending on your sport consider dividing your year into pre-season, in-season and post-season and set long and short term goals for each season.



Fill in the detail

- 1_ Find a planner that suits your style either from the internet or a local stationery supplier.
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- 2_ Start with the most important goals and fill them into your planner.
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- 3_ From these big items, list the short term goals or action items that you will need to include in order to achieve your long term aims.
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- 4_ Consider colour coding the various areas of your life so that each area is clear.
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- 5_ When it is filled in check to see if there is some balance in your life, this will be easier if you have used colour coding.
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- 6_ Transfer your yearly goals to monthly and weekly time slots or schedule.
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Review

Plan in time to review your schedule and to check whether you are achieving your goals and if not, think about what changes you need to make in order to achieve them.
