

# PLAN LIKE A PILOT - GUIDE

**REVIEW** my results from last week

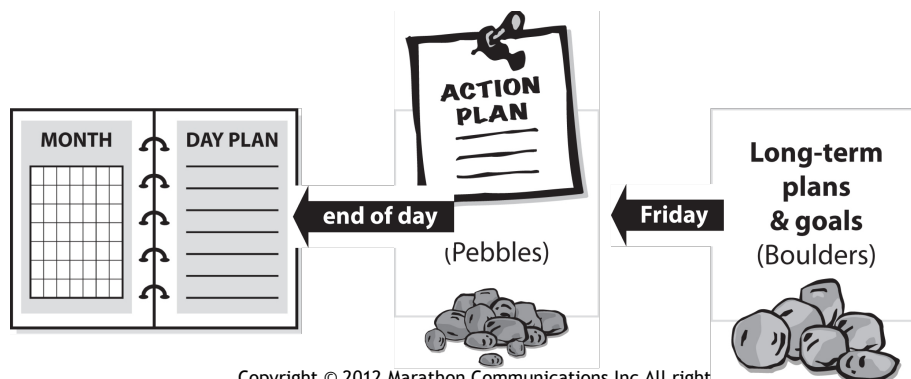
What Worked?	What Didn't Work?
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**RETHINK** - what is my strategy to achieve more in less time and effort?

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**REVISE** - create the Action Plan (next week) and Day Plan (next day)

- Plan the day before and stick to your plan
- Keep the Action Plan to 10, or fewer important objectives
- Use 'action language' (avoid vague descriptions), include time needed
- Keep your plans visible (Outlook>Tasks, iCal, Evernote, Day Planner)
- Block your calendar for chunks of time to work on Boulders
- Return to your Action Plan after an interruption
- Don't make the extraordinary interruptions and crisis ordinary



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