

Helène T. Stelian **COACHING**



Fast Action One-Week Planner

Thoughts on WEEKLY PLANNING

Once you've chosen a goal to pursue, you might think it's time to put a concrete action plan together for the next 6-12 months.

Unless you're an expert in the goal you're pursuing, it's actually very hard to know right now what your steps need to be, from beginning to end, to reach your goal. This kind of pressure is often what makes us procrastinate and give up on even our most cherished goals. If you have any doubts or fears, or if you suffer from perfectionism or imposter syndrome, it will be way too easy for you to get caught up in planning paralysis.

And why spend weeks putting together a beautiful plan if we'll have to change it along the way? At some point, we may have enough information to put together a master timetable that will allow us to see the bigger picture. But in the meantime, the belief that we need to create a detailed months-long plan may feel very overwhelming and cause us not to get started at all.

Right now, you're more likely to have clarity on the first steps, which can then inform and define your next move. That's why I'm going to encourage you to set goals for yourself, one week at a time, with your long-term goal in mind of course, but not looking too far ahead into the future at this point.

I call this productive planning. Planning that produces near-term learning and results will deepen your commitment and motivation while increasing your knowledge and confidence. The momentum you generate will propel you farther, week by week, toward your long-term goal. This weekly planning is also flexible, so you can adjust and pivot as you learn. I'm advocating progress, not perfection. One encourages, the other paralyzes.

That's why I created a deceptively simple template for planning your week. Here's how to use it...

How to Use the Template

My Goal/My Why:

On the top, fill out “My Goal” with the goal you’re working toward and fill out “My Why” with the reason this goal is so important to you. This will be a great reminder, if and when your motivation or confidence flags.

Days of the Week:

On the left, where you see the days of the week, block off times to work on your goal. Plan ahead. Reserve specific days and hours for these endeavors and make these times sacred, in service of your goal. No disruptions allowed.

Take Action!:

On the right, note your top priorities under the “Take Action!” section. Like what? Here are some examples of manageable steps that will lead to progress:

- schedule a meeting with an expert
- investigate a question
- read a relevant article
- practice a skill
- listen to a podcast or webinar
- sign up for a lecture
- flesh out your thoughts on paper
- sit in on a class
- visit a location
- sketch out an idea
- follow up on a conversation
- order one book
- call one potential supplier

You get the idea. Nothing that requires a huge investment of time or resources at this point. Easy, doable steps in the right direction will help avoid overwhelm and its frequent result, procrastination.

Notes to Self:

Jot down important reminders, including follow ups for the next week.

Use this template week by week and you’ll be amazed at the progress you’ll make!

HERE’S TO TAKING ACTION, ONE WEEK AT A TIME!

Helène T. Stelian
MIDLIFE MENTOR

HeleneTStelian.com



FAST WEEKLY ACTION PLANNER

WEEK OF:

MY GOAL:

MY WHY:

MON

TUES

WED

THUR

FRI

SAT
SUN

TAKE ACTION!

NOTES TO SELF:

"If you don't prioritize your life, someone else will."

— Greg McKeown

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