

## Proceeding

You've got all your planning machinery in working order, and you've got a set of helpful hints for starting up again any time you're stalled. Only one thing remains, and that is to show you how to turn the key and get it all rolling. What I'm going to give you now is the *weekly and daily procedure* that really puts your plans into action.

Here's what you have to work with:

### ON YOUR PLANNING WALL:

1. your personal "saint"
2. Flow Chart
3. Goal Calendar
4. First Steps
5. Weekly Calendar
6. the next five years
7. the next step: tonight/tomorrow

### PORTABLE:

1. Purse or Pocket Calendar
2. Actions & Feelings Journal
3. Hard Times Notebook

Here's what you do every week:

## SUNDAY NIGHT PLANNING MEETING

This is the night on which you meet with yourself and prepare for the entire week ahead. It may take as much as an hour, or even more, but it's vitally important. No sensible business would proceed without planning meetings, and you've got to learn to treat getting what you want as top priority business.

I've picked Sunday night because it fits in with most people's work week, but if your schedule is different, it could be Monday night or Thursday night just as well. If you are working in the buddy system, your weekly business meeting with your buddy will take care of some of the steps below. I've indicated which those are, so that you'll know which ones you will still have to come home and do for yourself to keep your plans up to date.

*Step One: Looking Back.* Review what you got done the past week, referring to your Weekly Calendar and Actions & Feelings Journal to refresh your memory. (This step is taken care of by the report-in to your buddy if you've got one.) Now tear off the past week's page to reveal a clean new one.

*Step Two: Flow Chart and Goal Calendar Update.* Check to see where you are now on your flow chart and goal calendar. If you're using colored push pins, move them ahead to your present position. Pay special attention to the *closest approaching target date* on your goal calendar. Does it look like you're going to make it? Many unforeseen problems and/or opportunities may have come up in the past week. If you're falling behind schedule, what can you do about it? Can you step up the pace of your actions, or will you have to push back your target date? Or can you actually move it forward? This is the time to make any changes in your flow chart and goal calendar—either of target dates or of actual plans—based on what's happened out there in the world.

*Step Three: List of First Steps.* Look at your list. You will have updated it in your *Daily Procedure* (see below) as new ideas and leads came in, but now make any further additions you can think of and cross out any steps that have become unnecessary.

*Step Four: Problems.* Did you run into any snags last week? Are there any upcoming steps on your list that you feel puzzled or pessimistic about? This

is the time for the Problems List, and as always, dealing with it is a two-stage process. (Both stages will be taken care of by your meeting with your buddy if you've got one.)

*a. Hard Times.* If you're feeling discouraged, tired, or anxious, open your Hard Times Notebook—your private, negative, ornery, un-American “I Hate Success” book—and start writing down all the reasons why it can't be done. Look at the picture of your personal “saint” and say, “I hate you. Go jump in the lake with your bloody encouragement.” Say, “I'm a woman and I shouldn't have to do anything,” or “Nobody else ever works this hard to get rich. Tomorrow I'm going to sell out to the highest bidder.” Sooner or later, if you keep it bright and are very bad, you'll start to laugh. At that point, say, “Oh, what the hell,” and turn your attention to the strategic problems.

*b. Brainstoming—and Barn-Raising.* Now, turn your ingenuity loose and play around with possible solutions to the problems. If you need input—fresh ideas, practical help—reach for the telephone and call someone in your resource network. Enter the results on your list of First Steps.

*Step Five: Next Week's Plan.* Two parts here, too (you'll do than with your buddy if you have one):

*a. Weekly Calendar.* Assign the actions you've decided you can get done this coming week to *specific days and times* on your fresh new Weekly Calendar page. Don't forget also to schedule any crisis, booster, or report-back calls to your buddy or to a friend who's given you a lead.

*b. Purse or Pocket Calendar.* Transfer the coming week's “appointments” into your portable calendar.

*Steps Six, Seven, Eight and Nine* will be the same as Steps 1, 3, 4, 5 in the *Evening Procedure* below (*Journal, The Next Step, Rewards, Dreaming*).

## DAILY PROCEDURE

*Evening:*

*1. Journal.* Enter in your Actions & Feelings Journal what you got done today and how you felt.

2. *List of First Steps.* Add any new steps you've come up as a result of today's actions to your List of First Steps.

3. *The Next Step.* Tear off yesterday's tonight/tomorrow sheet and fill out a new one. What do you have scheduled for tomorrow? What do you have to do *tonight* to prepare for it—lay out your clothes, lay out your paintbrushes and paints, make sure a phone number is in your pocket calendar, rehearse an interview in your mind? *Now do it.*

4. *Rewards.* Give yourself something nice: a hot bath, an hour of reading, a late movie, a glass of brandy, your favorite record, your favorite fantasy.

5. *Dreaming.* The last thing before you go to sleep, lie awake in the dark and imagine yourself in your Ideal Environment—the one from Chapter 3 in which you would be your best self. Go to sleep enjoying that thought.

*Morning:*

1. Set your alarm for ten minutes early, so you don't have to leap out of bed in a panic.

2. After breakfast, go to your planning wall and look at the next step. That's all you have to do today, and you are prepared for it. Remember that it may turn up nothing, or it may turn up a hundred new possibilities. There's no way of knowing until you do it.

3. Look at your flow chart and see where this one small step fits into the whole plan that's leading you to your goal.

4. If your goal or job takes you out into the world, pack up your pocket calendar and Hard Times Notebook, take a look at your kindly personal "saint," and you're on your way. If you're doing your goal work at home, sit down, take a deep breath . . . and begin.