

Strategic Mindset Action Guide

I. Planning Effectively

Day 1 - Planning your year

First thing you need to consider: what would make the next twelve months truly valuable?

Now, visualize yourself in exactly twelve months from today. Then, write down what you would have accomplished by filling in the prompt below:

The last twelve months were truly amazing because:

Now, that you've written down some of the things you'd like to achieve, select just one of them. To help you identify the one thing you'd like to focus on, answer the questions below:

- What is one thing that if I achieve this year would make me proud of myself?
- What is the one thing that if I achieve this year would make the biggest positive difference in my life?
- What's one thing I've always wanted to do (but haven't)?
- What do I really really want?
- What's the one thing that scares me the most? (What scares you is often what you need to do the most?)

Finally, use the space below to plan the next twelve months

Day 3 – Planning your ninety days

Set your ninety goals.

Look at your yearly goal and identify the milestone(s) you must hit to reach it. Reverse-engineer the process. To do so, ask yourself the following question, “what would I need to have completed by Q3 to ensure I’ll hit my target? What about Q2? Q1?”

Write down the key milestone(s) for each quarter with as much details as you can. Don’t try to create a perfect plan. Just do your best. You can also refine the process later on if necessary.

II. Planning Effectively

Day 4 – Being strategic during your day

Step 1. Prioritizing your task. Ask yourself the following questions:

1. If I could do only one thing today, which task would have the most impact?
2. Is this task moving me closer to my main goal?
3. Do I really need to do this right now, or should I do it later?

Step 2. Assessing the validity of your task. Ensure the task is something you actually need to undertake. There is nothing more unproductive than doing something you didn't need to do in the first place.

1. Do I really need to do this task?
2. Is right now the best time? What would happen if I delay it for a week? A month? Forever?
3. Am I working on it because I need to or because it makes me feel good? In short, am I working on this task as a way to escape from what I really should be doing?

Step 3. Clarifying what needs to be done. Be certain you know exactly what is required. By knowing exactly what the output needs to be, you'll be able to optimize your approach and tackle the task more effectively.

1. What exactly do I need to do here?
2. What am I trying to accomplish?
3. What does the finished product look like?

Step 4. Determining whether you should be the person doing it.

Whenever possible, try to delegate any task someone else can do better, faster, or more cheaply than you.

1. Is this task worth my time?
2. Can someone else do it better than me? If so, can I ask for help?
3. What would happen if I simply remove/postpone this task?
4. Do I enjoy working on this task? Does it motivate me?

Step 5. Finding out the most effective way to tackle a task.

Consider the best way to approach the task can save you so much time in the long run. Ask yourself the following questions:

1. What tool(s) can I use, people can I ask, or method can I rely on to complete that task as efficiently and effectively as possible?
2. What skill(s) could I learn to help me complete this task faster in the future?

Before tackling any task, take a few minutes to work out the best possible way to approach it. This habit alone will save you a great deal of time and effort down the road.

Step 6. Batching the task with other similar tasks. Some tasks can be combined with other tasks that require the same type of effort or preparation. This reduces setup time and makes the process more efficient.

Ask yourself: Can I batch this task with other similar tasks to boost my productivity?

Step 7. Automating/systemizing your task. Finally, you should look for ways to automate or systemize your task, especially if it's a repetitive one. Ask yourself:

1. Can I create templates to reuse every time I work on this task or similar ones? (For instance, you could design templates for the specific emails, presentations, or documents you need to create over and over.)
2. Can I create a checklist? (Checklists provide you with specific steps to follow, making it less likely you will become distracted.)

The CEO/COO/ Employee Framework

Try giving yourself different roles during the day to increase your strategic thinking and boost your productivity. Practice asking yourself the following questions at the start of your day:

CEO:

- Exactly what tasks do I need to complete today?

COO:

- What did I do well today?
- What could I have done better?
- What could be improved and exactly how?

Employee:

- Do I know how to do the tasks?
- Do I have the skills/tools to complete them?
- Do I know why I need to do these tasks?
- Am I on board? Am I committed to doing them?
- If I feel inner resistance, what can I do to overcome it?

Then, take a pen and piece of paper and write down the three main tasks you'd like to complete today and begin to work.

III. Thinking smart

Day 5 – Asking yourself smart questions

A. Go back to your yearly goal and ask yourself smart questions such as:

1. How can I achieve that goal faster?
2. What if I could achieve faster and with more ease than I had imagined?
3. Who has already achieved that goal or knows someone who did?

Then, whenever necessary, practice asking yourself smart questions to improve your thought process, allow yourself to dream bigger and achieve better results.

Keeping the big picture in mind

One of the main reasons people fail to achieve as much as they could is because they keep losing sight of the bigger picture. While they have a specific goal or vision they'd like to move toward, they get distracted along the way, which significantly slows down their progress.

B. Identify the one area that if you were to focus on, would have the biggest positive impact in your life.

1. Write down what one goal you could focus on in this area. Make sure it is specific and measurable.

2. Write down a simple action plan to ensure you make progress toward this goal.

3. Keep focusing on this area until you get satisfying results (usually for several months or even a year or more).

Then, move on to the next area.

IV. Learning effectively

Day 6 – Being strategic during your day

Overlearning

Select a skill you want to develop or goal you want to achieve. Now, write down what type of information you must look for and how you plan on doing so for maximum effectiveness.

Create an action plan that maximizes the odds you hit your target.

1. Change your ratio learning vs. doing by striving to do more and learn less.
2. Select one learning goal and create a simple action plan. To do so, make sure you:
 - a. Define exactly what you're trying to learn and its scope
 - b. Identify the best way to learn it by doing research and asking friends
 - c. Create a simple schedule to make consistent progress.

Identify key skills you must learn

1. Write all the skills you need to learn to reach one of your biggest long-term goals

2. Select the two to three skills that will have the biggest positive impact and will maximize the odds you reach that goal

3. Put them in order of importance

Additional tip: when looking for skills to focus on, make sure they inspire you. Unless you're motivated, it's likely you'll reach the expert level in any skill.

Adopting a Mastery Mindset

Rate yourself on a scale from 1 to 10 (one being false and 10 being true) for each component of the mastery mindset.

1

10

Then, write down one or two things you could do to improve your mastery mindset and increase the odds you achieve the yearly goal you set previously.

V. Managing your energy

Day 7 – Managing your energy well

Rate yourself on scale from 1 to 10 (1 being false and 10 being true) for the following:

1. I make the most of my peak time every day

1

10

2. I use diffused mode and focus mode effectively

1

10

3. I carve out time to think each week

1

10

4. I'm intentional in the way I run my day and segment it effectively

1

10

THANK YOU SO MUCH!

I hope you'll make a meaningful use of your time and achieve all your goals and dreams in the coming years.

Let me wish you all the best with your new endeavors. I'm very much looking forward to hearing from you.

If you have any questions send me an email at :
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- Click [here](#) to connect with me on my Facebook page.
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Thanks a lot!

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