



DEFINE YOUR ACTIVITIES

Turn your goals into a plan of action so that your activity is focused and moves you towards your vision

Remember, in the same way that your goals are defined by your vision, your activities are defined by your goals. Activities are the things that must be done - the steps that must be taken to reach the goals.

If your vision is your destination and provides the direction, and your goals are your landmarks, then, your activities are the mileage you need to cover to get there.

So, what activities need to be done in order to achieve the goals?

WORKSHEET 8

YOUR PLAN – DEFINE ACTIVITIES

The easiest way to plan activities is to create a spreadsheet. This will enable you to move things around and to change things as you progress through the plan with ease.

Create a spreadsheet with the following columns:

GOAL	ACTIVITY	TIME	COST	WHO
GOAL				

LIST IT

List everything that needs to happen to achieve the goal. Include all the steps you need to take including anything that came out of the activities in this book. For instance, if you need to go back and do the activities, include that in the list. If you identified something you need to do as a result of doing an activity, then list that too.

Just like when you were setting the goals, do not concern yourself right now with 'how' or 'when' you will do these things, just list them all down.

ORDER IT

Doing things in the right order ensures that you don't get held up because something that should have been done earlier hasn't been done. Ask yourself, what needs to happen before what and then order the activities logically.

TIME IT

Now that you have a list of activities ordered in a logical sequence, you want to start to allocate timescales to them. However, you can't do this until you are clear on how long each activity will take. So, consider how long each activity will take (be realistic!) and put the amount of time to be allocated into the TIME column of your spreadsheet.

COST IT

Whether it's the cost of your time, or the cost of materials or services, every activity you do has a cost associated with it. Remember, cost can involve the use of any of the following resources: Money, People, Materials, Services, Transport. Enter all costs into the spreadsheet in the COST column.

PRIORITISE IT

Prioritising is different to ordering. A particular activity may fit into the plan somewhere logically but the costs associated may prevent it from being done at that time. This is why you have costed everything. Move any activity that needs to move down the list.

DELEGATE IT

Look at the activities and identify everything that could be done by someone else and put their name or supplier type in the WHO column. Then go back over those activities and identify the ones that absolutely must be done by someone else (i.e. the activities that you absolutely can't do yourself). Now, look at what's left. What else could you still delegate to free you up to work on the things that will generate more revenue to pay for it?

DOCUMENT IT

Just like your vision, your plan needs to be documented so that it exists in some form, other than in your head. To a great extent, your plan is already documented in the spreadsheet you're completing, but documenting your plan involves more than just detailing the goals, time commitment and activities required to make it reality. You now need to allocate the days and weeks to those activities. You also need to detail how you will ensure that you keep on track.

KEEPING ON TRACK

What accountability measure will you implement?

What qualifiers will you use?