

THE POST-IT NOTE  
BIZ PLAN

# Template



FREE RESOURCE

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Are you fired up about this year? Ready to set some goals and make this your best year yet?

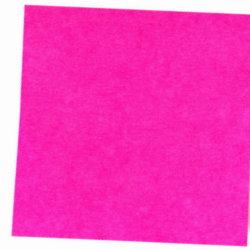
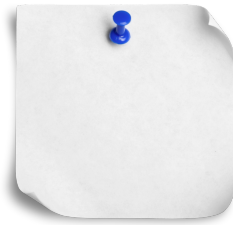
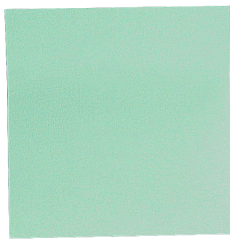
That is great; however, in a few weeks (or even days) that motivation will wane. This is inevitable because motivation is not constant. It ebbs and flows so instead of starting fast and petering out, this plan is going to help you go the distance. Think of your year as a marathon vs a sprint!

Here are the seven-super-simple-steps-to-stay-the-course (I do love alliteration!)

**STEP 1:** Choose your **WORD** of the year. Now of course you will have other words that will describe your life this year, but your word of the year is like a North star. This word will guide your yes's and your no's and when you make a habit of aligning your daily decisions with your word of the year, magic happens.

**STEP 2:** Find a **BLANK** canvas (white board, back of a door, poster etc..) or anywhere you can lay out your six categories into a visual table: **T, TW, TM, TQ, TY and SS**

**STEP 3:** Assign post-it note **COLOURS** to represent areas of your life (work, health, relationships, adventure etc..) Write down all the BIG goals you have for this year in each of the areas and put them under **TY - THIS YEAR**. This is a critical step as all your other action steps will be taken from TY - take your time with this (e.g., write a book)



**STEP 4:** Next, look at which of these goals you want to **FOCUS** on for the next three months. Capture the end result you want in each category on the corresponding post-it and put these under the **TQ - THIS QUARTER** column (e.g., write three chapters).

**STEP 5:** Once you have done this step, consider what will be your focus for the next **THIRTY** days. What are the things you can complete in each goal category? Write down these action steps on your post-it's under **TM - THIS MONTH** (e.g., write one chapter).

**STEP 6:** Next, write down what would you want to accomplish **TW - THIS WEEK**. This section is your weekly accountability system and is the **crux** of the whole plan. As long as your weekly goals line up with the month, the quarter, and the year post-it's; you will stay on track all year long. Woot! Woot! (e.g., write twenty pages).

**STEP 7:** Ta da! You have arrived at your last step - **T - TODAY!** Based on your weekly goals you simply ask yourself this question: **what do I need to accomplish TODAY to meet my weekly goals?** This is not an everything-to-do-list. It is your goal-to-do-list. Do not have 20 things in this section! (e.g., write for 30 minutes)

**Voila!** You are now well on your way to not just setting some inspired goals this year but moving on them. Inspiration and motivation only go so far. Each time you take a small step you create this wonderful thing called **MOMENTUM!**

Now...what about the **SS**? A strange phenomenon happens when you start dreaming and setting lofty goals. It is contagious! And your brain will come up with some ideas that might not happen this year but are really inspiring to you. Capture these ideas and put them under **SS - SOMEDAY SOON**. Meaning, you plan to do them in the next 1-3 years. They often become next year's **TY** post-it's!

Now that you have your whole post-it note plan there are only three things you need in order to accomplish what you want this year:

1. **Look** at it. (Keep it somewhere where you can see it every day)
2. Be **active** with it. (Your daily and weekly notes are super important)
3. Be **flexible** with it! (Some post-it's might be too lofty - adjust as needed)

That's it. The simplest, most powerful plan to not just lay out your dreams and goals for the year but a tactile and visual way to **stay** on track.

Sometimes the smallest step in the right direction ends up being the biggest step of your life. Tiptoe if you must, but take a step.

*-Naeem Callaway.*

Here's to making it a GREAT year...one post-it note at a time!

*- Beth*

Ps: If you want to add extra accountability and up your success of actually doing this plan by 65%, **EMAIL** me your TY goals!

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