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The 'R.2.A.' Daily Planner: ?Ready 2 Achieve Personal Development Aid?

Boomy Tokan

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Why I Created The R.2.A. (Ready 2 Achieve) Daily Planner For many years I had wanted a dairy that I could use to plot my daily activities and verify that I was on route to the success I desired, but I just did not come across the right tool. Also, I understood that my daily actions should relate to my monthly and annual goals but I had no system good enough to synchronize them all. The second problem I had was that my annual goals and daily actions were all written in different places so I did not benefit from the review and evaluation we all need! I figured if I had this challenge someone else or many others could be facing the same issues – hence the arrival of a simple to use R.2.A. (Ready 2 Achieve) Daily Planner; that I believe will aid your personal development! How To Use The R.2.A. (Ready 2 Achieve) Daily Planner This dairy has the potential of helping you achieve more than you have ever done in previous years – if used properly. So here are my tips: 1. Write at least 10 Goals you want to achieve in the next 12 months. Remember that your goals should be Specific, Measurable, Achievable, Realistic, Timely 2. Once done, break them down into Monthly Goals. Meaning what do you need to be achieving monthly to ensure you reach the annual goals? 3. Make sure your daily actions are meeting your monthly goals. Since your monthly goals are linked to your annual goals; your daily goals are automatically linked to your annual goals. Let me give a simple example: Say one of your annual goals is to earn $100,000 a year. Then your monthly goal will be to earn $8,333 per month ($100,000 / 12) which translates to $277 every day. So in your daily actions page your will pursue actions that ensure you bring in $277 every day. When this is done you met your monthly goal as well as your annual financial goal. Hope you understand. I know that other goals may not be as straight forward but the key is to ensure you monitor your daily actions in light of what you want to achieve within the year as opposed to living a semi-aimless life! Parts of The R.2.A. (Ready 2 Achieve) Daily Planner Annual Goals Page: This allows you to write as many as 15 goals for the year Monthly Goals Pages: This allows you to breakdown your goals to how they will be achieved over 12 months Daily Action Pages: This has as many as 365 pages with the following feature – - Date - Time - Activity - Priority A or B - Done + Not Done x You will find these at the top of each page for your daily use. For example under ‘Things To Do’ I could write 10:00am (Time) Gym (Activity) A (Priority) Y (if the action was Done) N (if the action was Not Done) Same can be applied to ‘Things Not To Do’ Section - Things to Do. These are the activities in which you want to engage during the day. Experts suggest a maximum of 5 for this category - Things NOT To Do. These are the activities you know are distraction; like opening emails before a particular time or answering phone calls during your blocked time etc. We all need reminders for these! - Today’s Review – What I achieved. This will help you review your day and learn from it - What do I need to carry over? Incomplete priority ‘A’ activities must be done - New Ideas. Do you need to action these? If so when? - Meeting notes. Any particular points you want to remember from your meeting within the day can go here! Notes: Extra pages for notes Enjoy! Boomy Tokan

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In this era which is the greater man or woman or who has ability to do something more are more special than other. Do you want to become one among it? It is just simple approach to have that. What you must do is just spending your time very little but quite enough to get a look at some books. Among the books in the top collection in your reading list will be The 'R.2.A.' Daily Planner: ?Ready 2 Achieve Personal Development Aid?. This book and that is qualified as The Hungry Slopes can get you closer in growing to be precious person. By looking way up and review this book you can get many advantages.

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