

Jumpstart Bootcamp (2/6): **PLANNERS**

Here are the details you need NOW:

- Q& A from Digital Systems?
- Breathe and 3:1 rule now
- Planner, calendar, agenda = Same thing
- Have fun with each other. Keep it light but focused.
- Momentum is A LOT, but trust me, it works, keep moving. Don't worry about perfection, worry about patient persistence.
- Why monthly?
- ALWAYS have a calendar with you. Do not rely on your brain.
- Get planner, folders?



3 mindsets to keep:

- **1:** Know the problem: Resistance. How might we resist the Planners?
- 2: Remember why you are here, A to B, Educare for you!
- **3:** It's not magic. No shortcuts. No quick fix. Persistent, patient baby steps & micro successes lead to BIG change. I've got this!

Jumpstart Bootcamp (2/6): PLANNERS, overview:

- Goal: Create a RELIABLE planning system for TRACKING responsibilities.
- Why: Building the SKILLSETS of effective planning empowers us to achieve ANY goal or dream in life. Making it a HABIT is necessary so we can follow through.
- NOTE: Failing to plan is planning to fail. Succeeding to plan is planning to succeed.
 Spend more time than you think you should on planning. 5-10 min a night. Use the planning sheet.
- 1:00 pm MST: Check your inbox and click on the Zoom link from me. We'll have a 30 Minute live Zoom session with the group of parents and students.
- 1:30 pm MST, Massive Action: Use the checklist below.
- 3:00 pm MST: Join Zoom link for Bootcamp 3

PLANNERS: Recommended Action Checklist

Directions: First, take the actions in order. Don't overthink it, just try it. Next, write down what time you finished the action so you can see how long things actually take. Jot any notes if you want. Connect positively for a minute to debrief. Take a break. Finally, be on time on Zoom for the next Bootcamp session. <u>See the checklist on the next page.</u>



PLANNERS: Action Checklist

TIME DONE	ACTION	NOTES
	Choose the planner you will use: digital, paper, or combo	
	Print district calendars	
	Paper planner: Get rid of pages you don't need. Put your name on it	
	Paper planner: bring it everywhere	
	Digital: Use your personal account?	
	Digital: Make 5 calendars: SCHOOL, IMPORTANT, FUN, WELLNESS, and MONEY	
	Digital: Make sure you can get to it from all devices instantly. Double-check to be sure	
	Frontload either planner with district calendar and everything you can (activities, appointments, birthdays, travel, etc.)	
	Digital: Use your personal account?	
	Digital: Make 5 calendars: SCHOOL, IMPORTANT, FUN, WELLNESS, and MONEY	
	Digital: Make sure you can get to it from all devices instantly. Double-check to be sure	
	Notecard just in case (for random, quick notes)	
	Frontload a BIG wall calendar with important items. Highlight your days off. Post it thoughtfully	
	TRACK CAREFULLY. Cross things off then done/in. Cross days off when done. Transfer when not done	

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Have a RADAR (Keep, Asana, planner, notepad, etc.)	
Print / cut the Daily Planning sheets for the semester	
PRACTICE PLANNING A LOT	
BONUS: green and red calendar color coding for completion. It's not "done" until it's in	