

The background is a composite image. At the top, a computer keyboard is visible with keys like '8', 'U', 'J', 'N', 'P', 'O', 'shift', and 'return'. Below the keyboard is a spiral-bound notebook with a black pen resting on it. The notebook page has decorative text including 'RUE SAINT-HON', 'BOULEVARD HAUSSM', and 'REMARQUE'.

2015 WEEKLY PLANNING WORKBOOK

A Part of the *LIVE YOUR LEGEND*
PASSIONATE WORK TOOLKIT

YEARLY WEEKLY PLANNING WORKBOOK
A SIMPLE PROCESS THAT WORKS!

Created By
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Completed By: _____ Date: _____

*This is a supplement to the post: [How Tony Robbins Plans His Week \(My 5-Step Process\)](#)
It also works hand-in-hand with the [Goal Setting & Action Workbook](#).

**ABOUT THE AUTHOR
& LIVE YOUR LEGEND**

Hey, Team!

For those of you new to our community, I'm the founder of Live Your Legend, a community and movement dedicated to changing the world by helping people find work that genuinely excites them – and build a career around making the impact only you can. The majority of the Live Your Legend tools and community resources are totally free to the public – this workbook is only one of the many tools in our Passionate Work Toolkit. Along the journey we've also created a career course, Live Off Your Passion, as well as How to Connect with Anyone, designed to help you build genuine connections with the people who can change everything.

I look forward to this being just the beginning. We're in your corner however you need us.

Here's to doing more of what matters!



~Scott & the Live Your Legend Team

GUIDANCE:

Spend one hour going through this process at the beginning of each week - it will help you do a lot more of what actually matters. Ideally pick the same time each week, put on your favorite music, brew your best tea and make it a ritual.

Cheers!

STEP ONE

CONNECT AND VISUALIZE THE BIG PICTURE

“The future you see is the future you get.” – Robert G. Allen

Take a few minutes to visualize your 3-10+ year high-level goals and outcomes.
Time: 2-5 min.

STEP TWO

CELEBRATE LAST WEEK

“The more you praise and celebrate your life, the more there is in life to celebrate.” ~ Oprah Winfrey

Write down everything from the past week that you're proud of. List at least 10 things, and many more if you want. Big or small, anything goes. *Time: 5-10 min.*

STEP THREE

WRITE DOWN MAJOR LESSONS

*“Learn from your failure and it’s not failure.
Do it again and it is.” – Live Your Legend*

Write down any key learnings from the past week: major lessons, meaningful quotes, things that inspire you and dream connections (people you’d like to meet). *Time: 2-5 min.*

Major Lessons:**Meaningful Quotes:****Sources of Inspiration:**

People You'd Love to Meet:

Inspiring People You Did Meet:

STEP FOUR

ANALYZE WHAT DIDN'T HAPPEN

"Tell me where I'm going to die, so I won't go there." – Charlie Munger

Be honest with yourself and list the big things that didn't happen and what you can improve for next time. *Time: 2-5 min.*

What Didn't Happen:

STEP FIVE

CLARIFY AND COMMIT TO YOUR BIGGEST OUTCOMES

“Focus is the key to the world.” ~ William Dinsmore III

Decide on a maximum of 6-7 outcomes you want to accomplish related to the various areas in your life. This could be creating a personal budget, cooking a healthy meal or having a great meeting with a mentor. You get to decide. Just be sure they get you closer to your yearly goals. That’s the key. So “checking Facebook” would not count. Keep in mind that the majority of your time should be spent on activities that leverage your natural talents and strengths, and everything should be in line with your values. Take a minute to quickly review your strengths and values as well to be sure everything is in sync. *Time: 5-10 min.*

Top Outcomes:

STEP SIX

SCHEDULE EVERYTHING

“If you talk about it, it’s a dream, if you envision it, it’s possible, but if you schedule it, it’s real.” — Anthony Robbins

Every task takes time and therefore needs a place on your calendar. Look at your 6-7 weekly outcomes and decide what core tasks will need to happen to accomplish these. Now spread these out throughout the week. Most people can’t accomplish more than 1-3 meaningful things in a day, so that’s your limit. *Time: 5-15 min.*

Pick 1-3 “most important tasks” (MIT’s) related to your outcomes, and schedule them throughout the week:

Monday	Tuesday	Wednesday
Thursday	Friday	Weekend

STEP SEVEN

FILL IN THE GAPS & HOUSEKEEPING

“Pay attention to the small things, for over time they’ll become big.” - Proverb

1. Look at what’s left on your to do list. Now look at your calendar and see when you could fit the little things in. Schedule these as well. By the end of this process you shouldn’t have any stray to-do lists or tasks. Any remaining items on your task list should be appropriately categorized for later. By far the best task management tool I’ve found is Things.

2. Ask “Who else can I help this week?” List 1-3 people.

3. Ask “Who could help me accomplish what I have planned for the week?” List 1-3 people

4. Review expenses and spending from the last week using financial software, online banking or expense notes. If you have a business, look over those expenses as well.

IMPORTANT THINGS TO KEEP IN MIND

1. **Everything takes longer than we think.** If you think it's going to take an hour to write an article, then schedule an hour and a half. Your worst case scenario is ending up having free time.
2. **Leave windows of "buffer time".** Do not fill in every second of every day. Unexpected things will always come up. Don't let them snowplow your week. Give yourself time to take care of last-minute stuff that matters, and to be spontaneous with things.
3. **Know you won't get it all done.** Even with great planning, it seems like we tend to be over ambitious. Be okay with leaving something for next week. It gives you something to look forward to anyway.
4. **Schedule the most important things early in the day and early in the week.** Given the above, front-weight your most important tasks so that no matter what comes up, at least a few of them will get done.

* * *

With the Right Process You Always Have Time for What Matters...

Make the above a part of your weekly process and give yourself a chance to do more of what matters. Whether it's losing a few pounds or transitioning to a job you actually enjoy, the right process can make all the difference. That starts with how we spend our days, weeks and hours.

Enjoy!



Scott Dinsmore
Founder, Live Your Legend

Please Share This With Those Who Need It!

I provide this stuff to our Live Your Legend community totally for free - and I love it that way! All I ask is that you share it with those you think need it. You can do that by Tweeting, Facebook sharing or emailing the related blog post by clicking to this page: [How Tony Robbins Plans His Week \(My 5-Step Process\)](#). I would love if you'd email the above link to one person who could genuinely use these tools.

You can also [click this link to share directly to Twitter](#).

Thanks so much for being a part of this!



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***Need more in-depth guidance for finding & doing work you love?
These will help...***

We have all kinds of incredibly in-depth courses to help you every step of the way and, as with everything we do at Live Your Legend, they come with a 100% results-backed guarantee. That's just how we roll.

Two create places to start are:

1. LIVE OFF YOUR PASSION

The full step-by-step framework I first used for my coaching clients to discover their passions and build a career or business around work they love – now built into our flagship 8-module interactive online course.



Guarantee: Start doing work you love in 90 days, or you don't pay (and I'll coach you for free).

2. HOW TO MAKE YOUR FIRST \$1,000 FROM YOUR PASSIONS & TALENTS

The title says it all. The exact process I've used with countless students to make their first \$1k, which is also what I've used to develop and launch every service and product we've created at Live Your Legend, that's led to over \$700k in sales in two year. It also comes with my private \$154k 7-page launch checklist. I don't share these numbers to brag. I tell you as proof that our tools work. Hence our guarantee...



Guarantee: Make your first \$1k from your passions and talents in less than 3 months or the course is free.

All of our products and courses can be [found here](#).

Enjoy!

-Scott