



## CREATE A PLAN OF ACTION

By Lisa Kitter

Where do you desire to be in one week, one month and one year from now? Do you have a destination in mind? The journey is the fun part; it is the place where experience happens and the part where all the growth is obtained. Before the journey begins there must be a destination in mind, a vision for the outcome, an ending point that will make the different aspects of the journey so much sweeter once reached. You wouldn't head out the door to go cross country without a roadmap or a navigational device to guide you so don't take off for the obtainment of something big without knowing or at least having a general idea of what the, "something big" is.

Do you have a calendar of your daily activities to keep you on track? A calendar will keep you productive, busy and will give you a written indication of your actions on a day to day, month by month and yearly basis. I love to use an AT-A-GLANCE daily calendar and appointment book and my google calendar on my cell phone because it is so handy to write on and to rush out the door with if necessary. My recommendation is to write "everything" down such as time blocked out for exercise, family appointments, personal time and of course, all business appointments and activities. As I accomplish each task or scheduled appointment I use a bright fluorescent hi-liter to cross off the item and boy, does it feel good at the end of each day to see all of my accomplishments hi-lited on the pages! Be sure to block your "off" time onto your calendar in advance so again, at a glance you know where you'll be and when you are to be there.

If I had to list one of the top five pitfalls most of my clients run into in their pursuit of greatness, it would be a lack of accountability. If you don't have a coach or mentor to hold you accountable then you must be willing to take on that responsibility yourself. If you told yourself you would actively prospect for new customers on Wednesday from 2pm to 5pm and you blocked off your calendar accordingly then it's up to **you** to hold your little feet to the fire, so to speak and keep your promise!

Give yourself a reward for sticking to your appointment schedule for a full week. A treat like Friday afternoon off works for me or perhaps a 1 hour block of time to sneak out and get my nails done or anything else that you consider a small reward for a promise kept! Should you goof up one week and not adhere to the schedule you set then... just dust yourself off, give you a hug of forgiveness and get right back on track for the following week! Rome wasn't built in a day and neither is your golden empire of success...we all make mistakes and the greatest gift to others and to you, is the gift of forgiveness.

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Sometimes our plan will require adjusting or revising. The best laid plans can go array and or not operate as good in reality, as they did on paper. This is the best part about your action plan, it's yours; you can change it up, revise it at any time and make the necessary adjustments to keep you moving forward. Don't be afraid to adjust something in your schedule if it's simply not working for you. Your time is exactly that "your time" and its precious so do what works for you and not necessarily what works for everybody else.

If you find yourself challenged at keeping on your schedule ask for assistance or support from family, friends, business partners or a mentor. Seek out people who can assist you with running errands, cleaning the house, returning phone calls or answering all those emailed messages. Delegate household chores or yard work to other able bodied individuals whom are willing and or able to lighten your load. If you find much of your time is spent on training calls or in meetings that seem redundant from week to week then opt out whenever possible.

Our goal is to create an action plan that works for you and, as mentioned earlier, not necessarily everyone else who likes to plan your day or life for you!

My FREE Vision Workbook at [www.lisakitter.com](http://www.lisakitter.com) gives some great exercises and steps you can take for knowing your true heart's desires. Couple my Vision Workbook with this article on, Creating a Plan of Action and you will truly be unstoppable when it comes to living your passion and life long imaginings!

Envision yourself achieving your goals and dreams. See those dreams as already yours, feel the passion and excitement as you move closer to success, inch by inch and day by day.

With a clear cut destination and a daily method of operation, you can't help but hit your target this year!

You deserve the very best so don't settle for anything less!

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