



GET ORGANIZED ONCE AND FOR ALL

LESSON 3: MONTHLY ACTION PLAN

I hope you've seen even a faint glimmer of progress and peace. Real world, real life changes don't happen overnight - but you are well on your way!

For the first two lessons, we focused on smaller tasks and habits. (Which reminds me, have you completed your habit today? If not, why not do it now!)

Doing the small things on a consistent basis is going to make a huge difference in helping your home and life run smoothly. But we all know that there are some things that have to be done that simply aren't small.

In this lesson, we're going to shift our focus a little further down the road and talk about how to make a monthly action plan.

This is something I do every single month, live, in the Sweet Life Society. That's right, I pull out my planner, turn on my camera, and sit myself down to make some plans. Here are some questions I ask myself (and that I encourage you to ask yourself) as I sit down to plan for the month.

What appointments do I have this month?

Let's start with an easy one. Where do you HAVE to do this month? Maybe it's work, a wedding, a night out with girlfriends to get pedicures, or a lunch date.

Make sure that every appointment you have this month gets on your calendar.

And, here's a little secret for you, you can make extra appointments to help you towards your goals! Want to get to the gym more often? Make an appointment with yourself! Pick a time and mark it down on your schedule.

What are one or two of my long term goals I'd like to work towards this month?

Friend, there are so many things I'd like to do with my life. I'd like to make scrap-books for each of my kids, plan healthy meals for me and my family all seven days of the week, help my five year old daughter excel in her reading lessons, grow my business, read through the Bible in a year, and so much more!

But trying to tackle all of those big goals and dreams at once is overwhelming and a recipe for failure. Instead, pick one or maybe two of your big dreams and goals that you'd like to make progress towards this month.

Maybe you're wanting to move to a different state, change jobs, set up a booth at a craft fair, host a garage sale, start a business selling baked goods, or finish a quilt. Pick one that is near and dear to your heart. Now realize, you may not be able to see this goal through all the way to the end this month. But the thing you can do is make progress. Take a moment to write out the next three or four action steps that will move you closer to achieving your goal.

I'll use setting up a booth at a craft fair as my example. I'd want to break down my next three or four action steps into bite sized chunks. Here's where I'd start:

Reserve booth at craft fair (30 minutes)

Post on Facebook to invite friends to visit the craft fair (15 minutes)

Choose which items I already have that I'd like to sell (1 hour)

Make new items for the sale (4 hours)

As you can see, my list of tasks includes some long, and some short. I put a time estimate by each of the tasks so that I know best how to schedule them into my month. Seeing on paper that reserving the booth will really only take about 30 minutes helps me realize I could go ahead and do that right now, and I also know that I need to clear some space in my schedule so I can get some crafting done.

I know there are more steps to complete to achieve my goal, but focus on these small, manageable chunks. When next month rolls around you can take the next steps.

What is my rabbit habit this month?

We talked a lot about habits in Lesson One, so I won't rehash all of that here. But we know that the real "meat & potatoes", so to speak, of staying organized for good comes down to making good habits.

Each month, pick one or two habits to really focus on. I call these rabbit habits. When it's time to hop to it, these are the first things you'll make sure you do. If there are other things you'd like to do but aren't your main focus, you can still track them just to see how you do. But make sure you single out which ones are your "without fail habits."

From there, you know what to do! Just like you've been doing with that one simple habit you picked on day one, start doing your habit! Every day. You've got this!