

7 Strategies for Effective Planning



1. Personal Development is key!!

You should start everyday by feeding your mind/spirit with positivity. When you wake up, command your day! My flow usually starts with Worship Music. It puts me in a great mood and keeps me from flooding my mind with the tasks of the day before I've had a chance to pray.

2. Make a to-do list the night before, or if it works better for you do it the morning of.

I like planning the night before because I'm more of a night owl. It takes me a while to regroup in the morning if I don't already have a schedule. I like my mornings quiet and peaceful.

3. Consider Household Schedules.

If there's a spouse or children involved, it seems like there's always something that gets thrown in the mix. Try to discuss with the family ahead of time what needs to happen throughout the day. This way you don't get sidetracked and become aggravated.

4. Plan to succeed!

Don't overcrowd your schedule. This will cause you to get overwhelmed, and you won't get anything done. Just 2 or 3 realistic goals a day is a good start to getting things accomplished. #smallactionsteps

5. Write it Out!

This is a life saver! Use whatever is gonna work for you. Your phone, ipad, notebook.... A really fun tool for me is Chalkboard paint. Create a space in your bedroom or on your kitchen wall. Maybe have everyone post their schedules as well! Don't get too crazy with the chalkboard paint!!! Lol

6. Always schedule some me time.

Yes we have to be productive, but we also have to stay sane! Be sure to add some woosah moments in there somewhere.....

7. Remember to smile

Even if your day didn't go as planned. There were some good points in it. Don't forget to appreciate and acknowledge good people and good times and great achievements.

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