

“God-Sized” Goal Daily Planner Instructions

The Ignite Purpose “God-Sized Goal” Daily Planner will help you manage your time TODAY, so you get the things done that will fulfill God’s plan for your life. Use this key to understand each section the planner. Our hope is this planner will help you make time for what’s MOST important in life.

Reviewed Your Obituary: If you haven’t written one, do so today. When you have an idea on where you want to end, you can plan accordingly (*TODAY*) to get there!

Primary Task #1: This is the most important project you need to make progress on today.

Primary Task #2: Identify the second most important project you need to work on today.

Primary Task #3: Identify the third most important project you need to work on today.

Rewards: Identify what reward you will give yourself for working on primary tasks.

Prayers: Write down and pray a quick prayer to God to empower and cover your tasks for the day. Ask God to go before you and bless each thing you do today.

Professional To-Do: Write down the business tasks you need to accomplish. By separating your to dos from your primary tasks, you remind yourself what is most important to make progress on your SMART Goals.

Personal To-Do: Write down your *personal* to dos as well. Often, we forget to count the cost of time needed for personal to dos and then when they come up, our days get chaotic.

Appointments: Write down all the appointments you will need to keep that day. This will prepare your mind for what is to come.

If this was the second time I was living this day, what would I do differently?:

Answer the question Dr. Viktor Frankl instructed his patients to ask that taught them to see the day before them more clearly. He asked his patients to pretend they were living this day for the second time and to not make the same mistakes. By asking ourselves this question each day, we live intentionally and with more wisdom.

Things I get to enjoy today: Identify activities and experiences you will get to enjoy later in the day. This will help you overcome procrastination on your important projects. Procrastination often happens when we believe we have to work rather than have fun. When we identify that the day will be a mixture of work and fun, we are less likely to procrastinate. In addition, identifying the experiences we will enjoy later in the day gives us a more positive attitude about the day.

PLAN when you will “turn-off” work for the day: It’s critical to not get consumed by your daily tasks and shift to family time. So, plan EARLY in the day when you will make that shift and even set your alarm to remind you!