

The R.2.A. Daily Planner: ?Ready 2 Achieve Personal Development Aid?



Why I Created The R.2.A. (Ready 2 Achieve) Daily Planner For many years I had wanted a dairy that I could use to plot my daily activities and verify that I was on route to the success I desired, but I just did not come across the right tool. Also, I understood that my daily actions should relate to my monthly and annual goals but I had no system good enough to synchronize them all. The second problem I had was that my annual goals and daily actions were all written in different places so I did not benefit from the review and evaluation we all need! I figured if I had this challenge someone else or many others could be facing the same issues hence the arrival of a simple to use R.2.A. (Ready 2 Achieve) Daily Planner; that I believe will aid your personal development! How To Use The R.2.A. (Ready 2 Achieve) Daily Planner This dairy has the potential of helping you achieve more than you have ever done in previous years if used properly. So here are my tips: 1. Write at least 10 Goals you want to achieve in the next 12 months. Remember that your goals should be Specific, Measurable, Achievable, Realistic, Timely 2. Once done, break them down into Monthly Goals. Meaning what do you need to be achieving monthly to ensure you reach the annual goals? 3. Make sure your daily actions are meeting your monthly goals. Since your monthly goals are linked to your annual goals; your daily goals are automatically linked to your annual goals. Let me give a simple example: Say one of your annual goals is to earn \$100,000 a year. Then your monthly goal will be to earn \$8,333 per month ($\$100,000 / 12$) which translates to \$277 every day. So in your daily actions page you will pursue actions that ensure you bring in \$277 every day. When this is done you met your monthly goal as well as your annual financial goal. Hope you understand. I know that other goals may not be as straight forward but the key is to

ensure you monitor your daily actions in light of what you want to achieve within the year as opposed to living a semi-aimless life! Parts of The R.2.A. (Ready 2 Achieve) Daily Planner Annual Goals Page: This allows you to write as many as 15 goals for the year Monthly Goals Pages: This allows you to breakdown your goals to how they will be achieved over 12 months Daily Action Pages: This has as many as 365 pages with the following feature - Date - Time - Activity - Priority A or B - Done + Not Done x You will find these at the top of each page for your daily use. For example under Things To Do I could write 10:00am (Time) Gym (Activity) A (Priority) Y (if the action was Done) N (if the action was Not Done) Same can be applied to Things Not To Do Section - Things to Do. These are the activities in which you want to engage during the day. Experts suggest a maximum of 5 for this category - Things NOT To Do. These are the activities you know are distraction; like opening emails before a particular time or answering phone calls during your blocked time etc. We all need reminders for these! - Todays Review What I achieved. This will help you review your day and learn from it - What do I need to carry over? Incomplete priority A activities must be done - New Ideas. Do you need to action these? If so when? - Meeting notes. Any particular points you want to remember from your meeting within the day can go here! Notes: Extra pages for notes Enjoy! Boomy Tokan

Vegetarian Times - Google Books Result The Minnesota Multiphasic Personality Inventory (MMPI) is a standardized psychometric test of adult personality and psychopathology. Psychologists and other mental health professionals use various versions of the MMPI to help develop treatment plans assist with differential diagnosis It was replaced by an updated version, the MMPI-2, in 1989. Gaining Mental Focus: Nine Personal Development Techniques writing Smart Objectives achieving smart goals SMARTer is an acronym to help in the writing of objectives. personal development is an ideal application for SMARTer R, Realistic, Relevant, Results Orientated Resources are .. daily attendance rate to over 95 percent within the next 3 years. 2. Making Data Meaningful Part 2 - A guide to presenting - unece Unless you continually reinvest in developing your employees with have the ability to keep employees engaged and that help staff achieve strategic imperatives. a new generation of managers who are prepared to inspire and lead, It is important to sit down with the employee and discuss individual Development communication - Wikipedia Principles and Practice Susan R. James, Kristine Nelson, Jean Ashwill is preventing development of a chronic problem through appropriate diet, 2.

Education/demystification a. Extensive discussion with child and family feelings about self and verbalize appropriate ways to achieve control over bowel incontinence. 35 Books on Productivity and Organizational Skills for an Effective Life 2: A guide to presenting statistics aims to help readers find the best way to get their Eileen Capponi, Organisation for Economic Co-operation and Development 2 Information about the Conference of European Statisticians is available When planning statistical communication, you should keep in mind four particular. School Readiness and Transitions - Unicef The terms Personal Development Planning (PDP) and Progress File (PF) first by 2005/06. Hospitality, Leisure, Sport and Tourism Network, June 2005. 2 Burgess, R (2004) Measuring and recording student achievement: Report of the Scoping . they are best promoted simply as mechanisms to aid reflective self Foundations of Orientation and Mobility, 3rd Edition: Volume 2, - Google Books Result Workshop 2: Develop a Winning Job Application The appendices provide Competency examples and performance examples which will help when you are HR/Workforce Planning/ and provide a great list of for a successful individual to join a rapidly developing organisation and to make an individual service plan development and implementation 5 Steps to Creating Employee Development Plans That Work Organization takes time, but when you get the hang of it, life becomes Development Time Management & Personal Organization . Keep it updated regularly to help you organize your time. 2. Use a day planner. A day planner is another great way to keep .. Get Your Personal Finances Organized. Developing Your Childs IEP Center for Parent Information and A -- ~~~~ I-I Why Should You Commit? 1-2 Developing Your Study Schedule . This chapter discusses five ingredients that will help develop your skills. MON TUE WED THU FRI SAT SUN e-8, Get Ready For 6chool - Breakfast a ee p In 8 w section 1 Communicating with Yourself: Achieving Personal Excellence.