

# Compass Heading

Keep Your Business on the Road to Change



Lloyd Williams

## Number 1

*A single concept  
you can apply  
to your life and  
business today.*

### Planning: A Three Act Play

Too often we sit with a pen and paper and just start planning our life from the top-down. Months later, we wonder why we are unable to maintain all the grand plans we made earlier. The enthusiasm and energy, that sustained us during our planning time, seems to have dissipated with the invasion of new priorities. This occurs though it is easily cured. The solution is realizing that top-down planning is impossible until a bottom-up cleaning has occurred. Planning is a three act process, like a play.

#### Act One: The Past

We must first deal with the accumulated clutter of paper, files, and unfinished projects that are left over from our past. All the loose ends that surround us in stacks on our desk, credenza, bookshelves, and floor must be eliminated, by removing them from the limbo of “pending” and bringing them into the present. This requires a four box cleanup, to separate actions, delegations, filings, and trash.

#### Act Two: The Present

The next Act focuses on the continuous stream of new information and activities that invade our lives each day. We need a method to process these daily actions that, left unattended, become urgent with time. Here, we concentrate on getting things done.

#### Act Three: The Future

The last Act gives meaning to the whole process by moving our focus from the urgent to what is most important, giving purpose to our actions. Here, we build a roadmap for change to guarantee the activities of our lives are moving us closer to our true desires.

#### Next Action

The next action required is a decision to change. The tools and technology exist to support our dreams and eliminate our distractions. We have only to choose that path. Take a moment this week and review your past planning process. Is your ability to move forward hampered by too many distractions around you and inside your head?

