

# HOW TO MAKE **PLANS & EXECUTE** THEM?



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# How to make plans & execute them

## Is it important to plan?

It is rightly said, failing to plan is planning to fail.

Many people are stuck in their lives for the past 5 to 10 years because of lack of planning.

One thing to note is that plans are different from wishes and desires.

Don't overestimate things.

Once you plan and start executing, be rest assured you'll feel it monotonous in a few days and you might think of altering your plans.

So it is better beforehand to make SMART plans.

At the same time, do not underestimate things.

Don't have very low targets.

There is nothing wrong with dedicating 18 or 24 months to sharpening your skills.

If you do so, in the next 25 to 30 months you'll get an edge over others.

Have big targets, but break them down and go on accomplishing them.

Remember, just like money, efforts also compound over time so never give up!!!

# **13 ways to Achieve your plans**

## **1.) Making it public**

Make your goals public.

When you make it public, you'll be accountable to others.

The positive fear will keep you going.

Always remember people who are made fun of do something significant.

Commit first and you'll figure out the rest later.

## **2.) Make a list**

Write these things in a crystal clear manner pertaining to the different segments mentioned below:

### **A.) Work**

- Challenges you face at your work
- Note down the things that you want to change
- Give yourself targets and deadlines

## **B.) Health**

- Note down the area you want to improve
- Note down how you'll improve
- Give yourself targets and deadlines

## **C.) Relationship**

- Note down the areas you want to improve
- Note down how you'll improve
- Note down how better you'll feel after improving it

## **D.) Money**

- Note down the reasons to earn more money
- Note down the things that you want to change
- Give yourself targets and deadlines
- Note down how better you'll feel after improving it

### **3.) Your think time**

Give yourself some time to prepare.

Plan well and get into the execution mode.

Just like a lion, move back a bit and take a giant leap.

Go alone, spend some time with yourself and think calmly with a bird's eye view and plan things.

### **4.) Involve your people**

It is critical.

Share plans with your family, loved ones and team members.

Share with everyone who is involved in the process.

When the visions are aligned, everyone will support you.

As the saying goes, team work makes dream work.

Thus get your people involved.

### **5.) Habits**

It is rightly said, you cannot decide your future, but you can decide your habits which will decide your future.

Keep an eye on your habits.

Do something for 5 minutes a day to make it a habit.

Habits are essential to our health as well.

They can make or break your chances of achieving and maintaining your lifestyle goals such as sticking to an eating plan, exercising regularly.

Further, it improves the quality of life and promotes longevity.

## **6.) Keep a number**

Keep a number with all your goals.

Don't just say, I want to lose weight.

Have numbers.

For example, I will lose one kilogram in the next 9 days.

Don't say I want to earn money.

Be specific, say, I want to earn Rs. 1 lakh in the next 15 days.

## **7.) Get to execution**

Planning is cheap, execution is priceless.

Don't just keep planning and planning.

A business leader's job is to successfully move the organization forward and improve business performance.

This requires a continuous process of reflection, analysis, planning and execution.

There is no better way to learn/practise these skills than “by doing”.

Plan a bit wisely and start execution without chasing perfection.

### **8.) Reward yourself**

Once you complete something, you deserve a reward.

It will make you feel worthy.

It will give you a sense of accomplishment.

Never ignore any small victory.

Small victories together sum up to massive results.

### **9.) Enjoying the process**

What is the point of just going with the flow without enjoying the process?

Take things as they come.

Enjoy the process.

A major key to success and healthy life is to enjoy yourself during the process of whatever you are trying to accomplish.

Unfortunately, enjoyment is something that many people leave aside - especially when change is taking place at a tremendous rate and the pressure is on to reinvent yourself and achieve new goals.

### **10.) Go slow**

Slow and steady wins the race.

Don't make too many plans at one go.

Start with one or two, go all in and gradually diversify.

There is no hurry to accomplish everything today.

Take things as they come. One at a time.

If you are fast and inconsistent, you'll not go ahead.

On the other hand, even if you are slow yet consistent. You'll go places.

### **11.) Cut the distraction**

You need to eliminate the distractions.

It might be your thought process, people, health issues, get rid of it all.

We live in an interruption-based culture that can be damaging to productivity. Most of the time, notifications from electronic devices only add to the distraction.



Proactively checking for information may keep you from having it interrupt a concentrated workflow.

You need to turn off all notifications from smartphones and Desktop's applications.

Find your comfort, which could be determined by the clothes, the chair, the music, the temperature of the room or the work location.

Because the environment makes you comfortable yet focused at the same time can help you maintain focus throughout the day.

## **12.) Let go of the grudges**

It might be any sort of anger, evilness, negative emotions, get rid of it.

The pain is in not letting go.

The more you hold on to something, the more it hurts.

The biggest revenge is not success rather forgetting that person.

Grudges unknowingly hold a lot of space in your mind and thus don't let you focus and plan well.

Letting go of grudges and bitterness can make way for improved health and peace of mind which can help you work better.

### **13.) No notifications**

Life changes and becomes peaceful.

One notification ends up wasting half an hour of your precious time.

You'll not miss out on anything, if anything is important, people will call you.

The aim is to plan well.

To execute well.

To be consistent at it.

To put in relentless efforts.

To have patience while waiting for the results.

Follow all the above-mentioned hacks.

Plan well, execute well and achieve your goals.

# **Questions for you**

(Please maintain a diary and answer all the questions)

Q1.) Why is it important to make plans? Be as descriptive as possible

Q2.) Make plans for your work along with numbers

Q3.) Make plans for your health along with numbers

Q4.) Make plans for your relationship along with numbers

Q5.) Make plans for your money along with numbers

Q6.) Revise your above plan with numbers

Q7.) Mention some ways you would like to reward yourself with

Q8.) Mention the list of distractions you need to eliminate

Q9.) Why should you let go of the grudges?

Q10.) Have you turned off your notifications?