

# Be Your Own Hero: Scheduling & Planning

## Synopsis

Scheduling and Planning aren't as fun as receiving a paycheck or seeing a goal accomplished, but those rewards only come from the diligent focus that transforms a dream into a practical application. Marc outlines the best ways to get your plan broken down into constituent parts so that you can be accomplishing your goal on a timeline of your own design. Set your passions on fire and do the impossible. Are you ready?

## Key Points

**“If it’s in your calendar, then it dictates what priorities you have and how you are going to take a step each and everyday towards your dreams and your vision.”** – Marc C.

- First thing to recognize is that Planning & Scheduling are NOT the same thing.

PLANNING	SCHEDULING
<ul style="list-style-type: none"> <li>• Understanding where you are going.</li> <li>• Envisioning what you are going to do.</li> </ul>	<ul style="list-style-type: none"> <li>• Is what is happening in your calendar.</li> <li>• What are you doing in your day-to-day, week-to-week, etc., routine?</li> </ul>
<ul style="list-style-type: none"> <li>• It is about thinking ahead, whether it be 3 or 6 months, etc., into the future and building a ROADMAP to get there.</li> </ul>	<ul style="list-style-type: none"> <li>• It is about forming a HABIT that breaths a certain amount of success and to put it into action.</li> </ul>

- If you put your plan / goal onto a calendar, within a set time slot, then the likelihood of you actually doing the task is far higher than just thinking about it and planning it in your head.
- When you plan, and create that roadmap to get to your goals, you also create a sense of CLARITY that enables you to see where you want to go and how you want to get there.

- Now it is very normal to have some unclarity because the reality has unexpected twist and turns from what you have envisioned in your mind and could likely CHANGE that roadmap.
- That being said, having a regular period of WHEN you plan (rather make your schedule) is very important.
  - For example, Marc uses the Equinoxes and Solstices as his roadmap to plan regularly – giving him a 3-month guideline to plan ahead, sit back and see the bigger picture, and recover.

### **Every Roadmap has CHECKPOINTS**

- Checkpoints allow you to see where you are now; where you currently stand.
  - Checkpoints permit you to see what you have accomplished so far.
  - Checkpoints enable you to see how fast or slow you are going than anticipated.
- The goal is that you get BETTER at planning, so don't beat yourself up if you feel like you aren't reaching your goals as originally planned.

**CHALLENGE** → Pull out your agenda or something that you use / can use to make your schedule and set out a Roadmap to turn into a Habit for the week.

- One of the biggest challenges entrepreneurs can face is making an effective schedule because YOU ARE YOUR OWN BOSS. As you dictate what to do and when to do it, because you don't follow someone else's timeline, you have to take initiative and TAKE CHARGE of your daily tasks.
- Marc uses a technique called **Braindump**. This is when you take all the tasks you have cluttered up in your mind and put it down on paper to see clearly and then ORGANIZE and PRIORITIZE these tasks into a proper to do list in the form of a schedule.

### **How Superhero Academy can help**

- ❖ Superhero Tribe can encourage you to get your daily tasks completed by holding you ACCOUNTABLE.
- ❖ How? → When you join the tribe, simply post your schedule on a weekly basis on the group page online.

- ❖ Why? → This exposes you and in turn pushes you to do what is important while engaging you to be part of a community that is there to support each other.

### **Apply THEMES to every day of the week**

- Marc uses this system to help him section off the types of tasks to get done. This will allow you to categorize your days more clearly, rather than having your tasks all over the place, which can be mind numbing.
  - For example, Fridays Marc does not have a particular schedule set out and uses this day to catch up to any tasks that he was unable to complete during the week. If he has nothing to catch up to, then he takes this opportunity to go with the flow and do something that he is passionate about, whether it be personal or business related.
- Remember to keep your FOCUS and to apply that focus at the right time and environment. Like Marc explains it, don't try to start a fire when it is raining because the chances are you will not see that smoke fire up.
  - Another thing to remember is to avoid moving around so much and starting 10 different projects all at once and give time to that one project taking life. It is better to focus on starting a fire in one place and then use a torch to carry and spread that fire.

### **Power Hour**

- Power Hour is what allows you to complete your tasks effectively and reduces the feeling of being overwhelmed. Marc uses an actual Hour Glass to laser focus on some of his most important tasks of the day.
  - How it works → Turn off ALL distractions (phone, emails, FACEBOOK, etc.) and set aside an HOUR to focus and work on completing your most important task of the day.
- Power Hour is an effective way to keep other people away, be productive and in turn will make other tasks of the day easier to get through.

DON'T BREAK THE CHAIN → **Track what you do** in order to make sure you are getting more things done than pushing them away for later. This will make you more **consistent** on a daily basis.

- Tracking gives you a mental reminder of what your priority is and what will get you there.

CHALLENGE → 1. Hit pause and schedule the next date you will watch a Superhero Academy class.

2. How are you going to implement Power Hours into your routine?

3. How are you going to invest on planning and scheduling?

- Finally, Marc leaves off by reminding you that at the end of the day it is you that dictates how successful you want to be – and the number way to achieve this is by being **consistent**. Are you ready to take charge of your daily routine and of your life?

### Powerful Quotes

- “It’s one thing to plan to have six pack abs, it’s another to put it in your calendar, actually show up and do the work.” [2:48]
- “How many people would take on a race without knowing where the finish line is?” [4:46]
- “The goal is to get better at planning. Nobody starts by being an expert but you definitely have to start by doing it.” [5:45]
- “Your dreams aren’t going to happen. You’re not going to just have this opportunity fall into your lap in such an easy way, unless you’re open to taking the time and space and creating that space to achieve them.” [10:56]
- “By giving it that Intention and really that Attention, by focusing on it, you’re really going to recognize that you can make that plant grow, you can make that dream come to life one small step at a time.” [15:05]
- “The fastest way to light a thousand fires is to focus on one of them, see that smoke and fire ignite, and then carry a torch from that one fire to every single other fire that you want to start over time.” [17:26]

## Weekly Challenges

- Schedule the next date you will watch a Superhero Academy class.
- Do a Braindump.
  - Figure out what your goals are.
  - Break them into a weekly plan.
  - Extend that out to a monthly plan.
- Take out your Agenda (or Schedule Making Tool) and write out a detailed list of task(s) to accomplish for the month, 3 months or 6 months.
  - Implement your Power Hour(s) for the week.
  - Add a Theme to each day of the week.
  - Add a technique to make yourself Accountable.

## Useful Links

- Don't Break the Chain - Jerry Seinfeld's Method for Creative Success - <https://www.writersstore.com/dont-break-the-chain-jerry-seinfeld/>
- How to Stop Procrastinating on Your Goals by Using the "Seinfeld Strategy" - <http://jamesclear.com/stop-procrastinating-seinfeld-strategy>
- Don't Break The Chain: Jerry Seinfeld's Productivity Secret - <http://www.careeraddict.com/don-t-break-the-chain-jerry-seinfeld-s-productivity-secret>