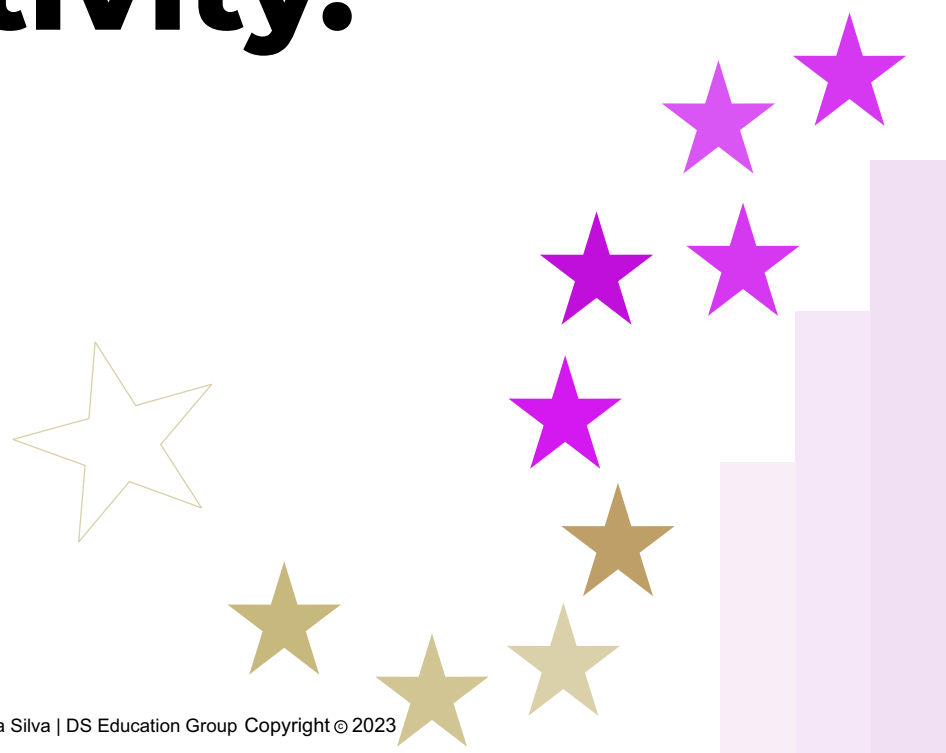




The Sunday Sparkle Planning System For Massive Productivity.



WELCOME!

Thank you for joining me. I'm thrilled to have you here knowing that you're taking the first step towards creating maximum effectiveness and better results in your life!

To get the most out of this mini-course workbook, please print out a copy of this workbook. Alternatively, you could go at it the good ol' fashioned way by writing your answers in a notebook which is just as effective.

So, let's get started in transforming your planning and productivity systems now.

To your success,

xxx
Amanda Da Silva





Don't you agree we're part of a society that has become obsessed with being busy, doing more, and always being on the go? We're constantly trying to achieve this ideal of productivity that we equate with constant work and movement and virtually no breaks or downtime. That being said, many people misunderstand the true meaning of productivity.

Being busy on the surface and adding more and more things to these never-ending to-do lists has the very opposite effect. You will end up feeling stressed and burned out, all while having accomplished very little.

The purpose of this mini-course is to help you assess how you have been spending your time and how you can improve your planning skills to boost your productivity. This, in turn, will allow you to plan your week, month, and year in a more strategic, intelligent, and results-driven manner.

You will learn to make every action more impactful for maximum effectiveness and better results. As you get clearer on your vision and what you hope to accomplish, you will be able to create a solid plan with the help of the Sunday Sparkle Framework that will bring you closer to your ambitions without the need to waste every waking moment on useless tasks and futile work.

Now, let's begin planning your year!

Plan Your Year

Past Year Reflection

We often go through the years without taking a moment to assess the good, the bad, and the ugly. The truth is, we can't learn from our mistakes and celebrate our achievements if we don't take a step back and evaluate our progress in the past twelve months. So, we're starting this course with reflection to build our awareness and kickstart another year of growth, development, and evolution.

- ***3 Important Wins and 3 Areas of Improvement***

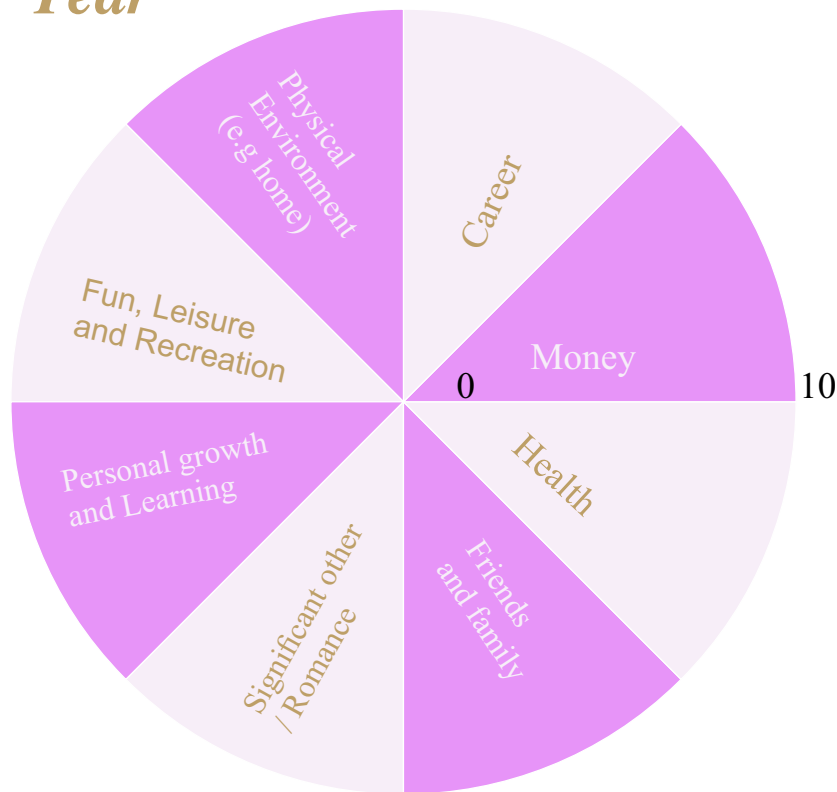
Start by writing down three important successes you had from the last year as well as three areas in your life that require some improvement.

This is a brainstorming exercise to help you evaluate what went well and what didn't. You can start with general statements and get more specific as you go.

3 Successes

3 Areas of Improvement

Scale Your Year



For this exercise, you will be rating each one of the categories above from 0 to 10, 0 being the center of the wheel and 10 being its outer edge. Whatever your score is, you must be honest with yourself. This evaluation will give you a better idea on what to target when planning the following year.

Now, write down your results for each category in the following table below (e.g., Career = 7; Money = 4...):

<i>Category</i>	<i>Numerical value 0 - 10</i>
Career	
Money	
Health	
Friends and Family	
Significant Other/ Romance	
Personal Growth and Learning	
Fun, Leisure and Recreation	
Physical Environment (e.g home)	

Time Spent

Take a look at your planner or calendar for the previous year and answer the following questions.

- What are the top 3 categories you spent your time on?

- What are the 3 categories you spent the least time on?

- Did what you spent most of your time on align with your goals and core values?

- Did your approach to time management yield positive or negative results? Explain why.

- If personal development was a top priority, does your planner convey that? Answer this question for any of the categories that matter to you the most.

Year Planning Questionnaire

These are more in-depth questions to help you gain a deeper insight into how your past year unfolded.

- What was your most important revelation this year?

- In which areas do you consider yourself stronger and more resilient?

- What did you learn about yourself this year?

- In which areas do you believe you need to improve your skills, knowledge, and aptitudes to become better?

- What did you put off this year due to fear and reservation about the outcome?

- Do you think you made a positive impact on others this past year? If so, how?

- What do you love doing that you worked hard to incorporate into your life this year?

- What matters to you the most as you move forward?

As we all know, the past few years have been difficult for the majority, if not all people. Sometimes, things don't go as planned but it's important to let go and make room for what's to come. Consider the next twelve months a fresh start. So, now that you're aware of your accomplishments, successes, and areas for growth, it's time to kickstart the year planning!

Big Things Lie Ahead

To help you unleash the power of productivity and efficient planning, think about how you can make this year matter in terms of goals and accomplishments. Use the questions below to brainstorm some ideas on where you'd like to be in twelve months' time. For each area of your life (business, finances, health, family and friends, personal development, fun and recreation, contributions to society), answer the following questions to determine what you would like to accomplish in these different categories.

- What would you like to accomplish in the next twelve months?

- What genuinely excites you?

- What would make a big difference in your life?

- If you can achieve one thing this year, what would make you feel the proudest? What would make the greatest positive impact on you?

- What would make this year a valuable one?

- What's the one thing you have always wanted to do but haven't?

- What's the one thing that scares you the most?

Use the information you gathered from your reflection and make goals for the next twelve months that will help you push yourself and stretch your comfort zone.

Steps To Plan Your Year

Now write down what you would have achieved by the end of the year. Visualize your accomplishments and immerse yourself in the feeling of satisfaction they have the potential to incite.

The last twelve months were groundbreaking because _____

“An hour of planning can save you 10 hours of doing.” -Dale Carnegie

1. **Make a concise list of your top goals for the upcoming year.** To make the process easier, you can turn your personal mission into that One Thing that matters to you the most. From then on, aim to break your vision into no more than 3 goals per quarter to actively incorporate. While it might be difficult to narrow down your goals to three, you can still set goals for the coming quarters as well, then return your focus to those that matter now. This is the power of 3 in your productivity, planning, and goal achievement system.
2. **Set a theme for your year.** Create a vision board or mind map with a single word as the central theme of your year. For instance, if you want to get organized and develop more efficient systems to help you navigate the areas in your life you've always struggled with, “Thrive” would be a good theme to do so. If you want to focus on serving your community, showing up for others, and building strong relationships with like-minded people, your theme will revolve around Philanthropy. Pick a theme that speaks to you and work on tying all your goals and aspirations to it.
3. **Plan ahead**— events, commitments, projects, etc. The key to planning your year in advance is using a calendar to map out a to-do list for every goal and milestone. Breaking down big projects into smaller and more manageable steps will help you stay on top of the tasks you need to complete to make timely progress. Google Calendar is not only free but easily accessible from any device so you can keep track of all the important dates and deadlines for the upcoming year.
4. **Take account of the goals and known events you have for every area of your life.** For your big 3 quarterly goals, you should have 3 milestones per week that will get you closer to your desired outcome. Instead of a general strategy, be specific about the actions you can take on a weekly basis that will help you achieve each of the 3 quarterly goals you set for yourself. These could be small steps or bold actions; the key here is to maintain the momentum and keep moving forward.
5. **Take steps toward establishing more constructive routines.** Your habits play an essential role in determining whether you will achieve the goals you set for yourself. So, make sure your daily routines embody the version of yourself that is capable of reaching every milestone and accomplishing every objective on your list. For example, if your year is centered around health and well-being, including dietary, exercise, and meditation habits in your day is important.

Steps To Plan Your Year

On the other hand, if you're more focused on expanding your skillset and developing your knowledge in a particular field, reading, listening to relevant podcasts, and consuming content from thought leaders in that domain should be your priority. Establishing morning and night routines that support your growth and remind you of your goals is a quick but essential step as it keeps what you need to accomplish at the forefront of your mind going into the day.

6. **Identify what you need to cut out from your day-to-day life, so you have more time for things that are more important.** There are many tasks and commitments that we don't necessarily need to do that still take up a huge chunk of our time. Find out which areas of your life can afford to take those cuts so you can reclaim more breathing room or repurpose that time to work on other priorities.

What are 3 things you must CUT OUT from your day-to-day life, or that you need to do LESS of?

- 1.
- 2.
- 3.



What are 3 things you must do MORE of and prioritize in order to give you more breathing room and increased energy towards the things you love and value?

- 1.
- 2.
- 3.



Plan Your Year In Advance Checklist

Plan your goals for this year!

BUSINESS & CAREER	
FINANCES	
PERSONAL DEVELOPMENT (HABITS, ROUTINES, SKILLS, KNOWLEDGE, ETC)	
PHYSICAL AND MENTAL HEALTH	
FAMILY & FRIENDS	
COMMUNITY	
PARTNER / RELATIONSHIP	
LIVING ENVIRONMENT	
FUN, TRAVEL & LEISURE	

Plan Your Year In Advance Checklist

What's the best possible outcome if you commit to your yearly plan?

The Sparkle Framework

The Right Dominos

When setting large and audacious goals, getting to the nitty-gritty of how you intend to move forward can be a challenge. Therefore, you need to accompany those big goals with smaller ones. Short-term milestones can help you make more progress by focusing your efforts on a specific outcome. Weekly, monthly, and quarterly goals will feed into bigger ones, which, in turn, will help you stay motivated throughout the year.

Now at first glance, there is almost an infinite number of actions you can take to get from where you currently are to where you want to be. Your responsibility is to narrow down the pool of options at your disposition and identify the actions that have the greatest leverage. An efficient strategy will save you a great deal of time and effort while a weak strategy will not only waste your time and resources but reduce your chances of success as well.

Motivational public speaker and self-development expert, Brian Tracy, recommends coming up with at least 20 actions to take in order to reach a certain goal. He also states that the last idea is usually the most effective. While 20 actions sound like a lot, if you consider your big 3 quarterly goals, you will find that for each goal, you need to complete 2 actions per week to achieve it in 10 weeks. So, for the sake of this exercise, you will examine each goal you have set for yourself in terms of the actions you can take to achieve it. These will be the dominos that need to fall for you to succeed.



The Right Dominos Activity

For every goal you have, make a list of the right dominos that can help you achieve a positive outcome.

Goal #1

Right dominos:

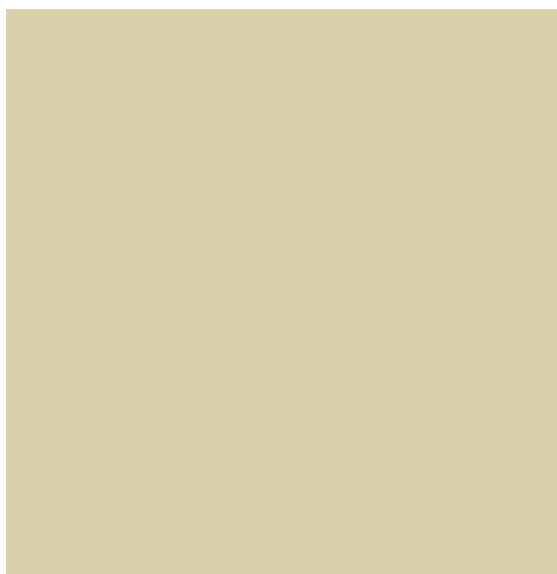
Goal #2

Right dominos:

Goal #3

Right dominos:

Your job is to find the **perfect strategy** that when **executed properly** will ensure your **desired outcome**. If we think about past projects and aspirations, only a small percentage of the actions we took is what lead us to achieve tangible results. We just didn't take the time to think about the specific actions that guaranteed our success.



Ideally, your strategy should help you narrow down your options so you can develop laser-sharp focus to ensure everything you do has a direct impact on your future. This approach helps you further clarify your goals and limit their scope so they're less overwhelming and more targeted. If we are being realistic, you will most likely need to experiment with different strategies and approaches before you land the right one for you and what you strive to accomplish.

The Right Dominos Reflection

- So how can you narrow your options to make your goals clearer?

- What can you do that will help you reduce the amount of time, effort, and resources required to move the needle more effectively?

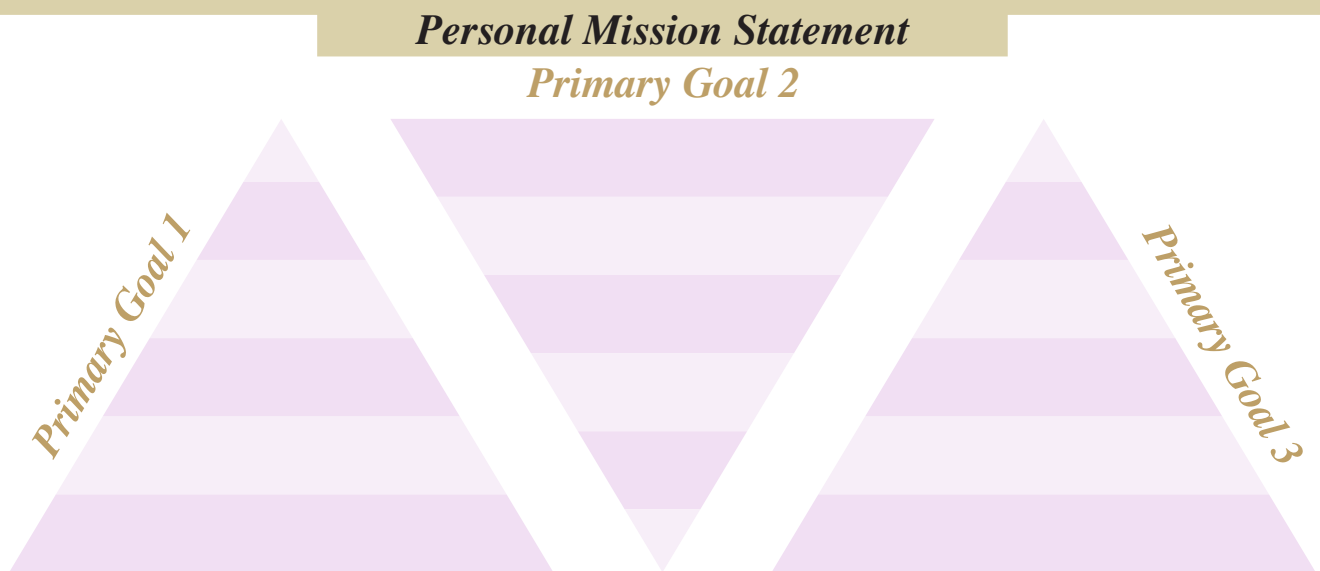
- What will help you further down the line when you encounter resistance or difficulties?

- What is a single action that can dramatically improve your chances of success?

The Bermuda Triangle Of Productivity

When we are setting yearly, monthly, and weekly goals, we tend to focus on the tasks, actions, and strategies that will help us achieve those goals. Yet, we rarely think about the things we do on a daily basis that are irrelevant to our goals and that only drain our time, energy, and resources without contributing to what we aspire to accomplish and without adding value to our lives. This is the Bermuda triangle of productivity. It encompasses everything that distracts us from pursuing our purpose and prevents us from focusing on our priorities and what matters to us the most. These temptations take many forms and they're the reason why most people don't succeed. It's much easier to fall prey to their siren calls than it is to maintain our focus because of how enticing these side quests tend to be. Efficient planning and peak productivity not only require a strategic plan of action but a plan of inaction as well. The latter tells us what things we shouldn't engage with or waste our time on if we want to stay on track. This is the formula to perfect planning:

1. Start by writing down your personal mission statement -this will be your guide when working on your goals and making decisions and choices that align with your values. Your personal mission is what will motivate you and help you be more efficient as you work toward your desired outcomes.
2. Take inventory of every task you have to accomplish within a specific time frame. Doing this weekly, for instance, will be a lot less overwhelming than if you were to make a list for your monthly or quarterly planning.
3. Now from all the items in your brain dump, you will start sorting them out based on the three primary goals you set for yourself. Items related to your first goal will go into that category, and the same goes for your second and third goals. Ideally, you will have all your dominos in place once you finish this exercise.
4. So, what happens to the tasks that don't fit with your goals? They go into your new category, the Bermuda Triangle of Productivity. These items tend to present themselves to us as important when in reality they're fake work and they do nothing to help us grow and evolve. Be ruthless with distractions, temptations, and futile work because if you don't, you will find yourself trapped in a whirlpool of overwhelm and overexertion with nothing to show for it.



Distractions or Temptations

Your Sunday Sparkle Check-In

Sundays are the perfect opportunity to start creating a plan for a productive week. Having a detailed routine that employs everything you have learned in this mini-course can help reduce your stress and boost your confidence so you're fully prepared to tackle the week ahead. So, find a quiet space and spend fifteen minutes on your Sunday Sparkle check-in. This not only allows you to start the week feeling focused and energized but it also helps you get clear on what actions you should take and what important work you should prioritize. As a result, you do less, accomplish more, and avoid spending the entire week playing catch up. Use the following template to create a weekly plan that supports your big 3 goals.

Date:

From

to

Your Personal Mission:

<i>Goal 1</i>	<i>Goal 2</i>	<i>Goal 3</i>
Your Dominos 1	Your Dominos 2	Your Dominos 3

The Bermuda Triangle of Productivity

To Conclude This Mini Course

You can be busy with draining work that does not bring you any closer to your aspirations or you can be productive and strategic about the resources you have in a way that propels you forward and allows you to accomplish your goals. Your ability to discern between what doesn't serve you in the long run and what wastes your time and energy is crucial to your success in life.

Taking effective action and breaking your vision down into more manageable goals will help you maintain momentum and motivation especially when you encounter obstacles or difficulties. While you might get lost in meaningless tasks here and there, you should always bring your focus back to what matters to you in the grand scheme of things.

Distractions are bound to shift your attention from what you're committed to, but you have the power to refine your strategy, refocus, and get back on track to push yourself toward the vision you want to bring into reality. So, create a solid plan, eliminate what doesn't align with your mission, find the most efficient strategy that will make all the right dominos fall into place, and be consistent with your action plan.

Sending you my very best as you design a life you love!

All my love,

Amanda Da Silva & The DS Education Group Team

XOX

xox
Amanda Da Silva