

Module 1 | SESSION 5
Create an Annual Time Plan

How did it get so late so soon? ~ Dr. Seuss

What do you do when there's not enough time for leadership development?

Fast Action Tip #2 - Create an Annual Plan

The *Annual Plan* is designed to help you get your most important _____ and _____ in place _____ so you can effectively plan the rest of your schedule.

If you don't make time for the important stuff first, it will be crowded out by the less important.

The *Annual Plan* includes:

Creating margin for leadership development starts with Taking Control of Your Schedule and Creating Your *Annual Plan*.

Fast Action Steps

1. Following the concepts included in this session and the *Annual Plan* template, list the highest priority items in your life and work.

2. What big events and items need to be included in your *Annual Plan*?

3. When will you complete your *Annual Plan*? Schedule a time now to do it, or it will slip through the cracks.