

**Module 2 | SESSION 17****Fast Action Step #3 - Draft Your Best Week Ever**

*A wealth of information creates a poverty of attention. ~ Herbert Simon*

**Fast Action Step #3 - Draft Your Best Week Ever**

We all have a choice. In fact, you've already made the choice. You are either living and growing on purpose – proactively according to a written plan. Or you are living reactively – subject to the needs and demands of your environment and those around you.

Are managing your schedule \_\_\_\_\_ or \_\_\_\_\_?

The best time to make decisions is \_\_\_\_\_ they have to be made.

List Your Weekly/Daily Themes:

List your Daily Areas of Focus:

**Fast Action Steps**

1. Draft your Best Week using the template as best you can using the notes from the article.
2. Print it and review it with your spouse or a trusted mentor to see if they have recommendations.

3. Once you both are comfortable trying it out, print a copy and carry with you for a week or two.
4. Make notes on the copy of changes needed.
5. Make the changes to your electronic copy of your *Best Week* and finalize your draft.