

Preparing your 90-Day Wonder™

Wouldn't it be great to enjoy a positive, wonderful, balanced life by designing strategic plans every 90 days for the rest of your life? The 90-Day Wonder™ is a valuable tool to help you create your strategic life plan for the next 90 days. Now you know why we chose the name 90-Day Wonder™. Review the sample 90-Day Wonder™ at our website.

This process will help you plan each quarter and it will provide you with clarity on both time allocations and specific projects. The 90-Day Wonder™ provides you with a method of setting clear objectives and measuring your results. Make a commitment to complete your current 90-Day Wonder™ by the end of the first week of each calendar quarter.

As with the Annual Roadmap™, the preparation of your 90-Day Wonder™ should include discussions with the significant people in your life. Use colored highlighter pens to complete the form. You will need four colors: blue, red, green and yellow.

Blue Sky

Blue Sky is strategy time—time you need to plan your life to achieve both personal and professional goals. Use this time to work on your life and your business; not just in them. Focus on your personal and business objectives and commitments. What do you want to accomplish in the next 90 days?

Enter your objectives in the blanks on the right side of the 90-Day Wonder™. Include blue objectives to help you build a better business, red objectives for clean-up projects, green objectives that lead to income, and yellow objectives that enhance your personal life. You have room for four headings and 20 objectives each 90-day period.

Every 90 days, ask yourself three key questions:

- 1) How did I do in the last 90-days? Refer to your last 90-Day Wonder™ to identify your accomplishments. Define your objectives at the beginning of each quarter, including the completion percentage you wish to achieve. Then at the end of the quarter, enter the percentage you feel you actually achieved for each project. Compare your objectives to your results to obtain your final score at the bottom of the page. If you consistently achieve 100%, you are probably not challenging yourself enough. If you are consistently below 60%, you may be trying to accomplish too much! Learn to defer, delegate or drop lower priority projects.
- 2) What are my present challenges? This is an important consideration. What are the things that are preventing you from moving forward? Include the items that you know you have to clean up in order to move forward. Resolve the important issues that will enhance your ability to move forward.
- 3) What are my objectives for the next 90 days? Now it is time for you to bring forward unfinished projects from the last quarter and integrate them with the projects you plan to complete in the next 90 days. Narrow the list down to 20 items or less that fall under the four headings of *Blue Sky*, *Red Tape*, *Green Machine* and *Mellow Yellow*. Don't put in little things, like daily tasks. Leave that for daily planning.

Synchronize your time plans with everyone who is on your support team. Ninety day planning makes it easier to manage your business and your team. It will also have a very positive impact on the relationships with the important people in your personal life!

Mellow Yellow

Mellow Yellow is personal time. Plan yellow time and set it aside first, rather than trying to fit in personal time when everything else is done. If you don't block this time first, you may not have it at all! Yellow days are important to your health.

Color all Saturdays and Sundays yellow. Then provide for some yellow time at the end of each quarter. This gives you the all important break between quarterly challenges. Maybe you should take some time off in the middle of the quarter. If you are the type of person that beats yourself up when you take two weeks off in a month, it is time to forget monthly planning and start planning in 90-day intervals. It is a lot easier to mentally take two weeks off in the middle of a ninety day plan.

Red Tape

Red Tape is for clean-up, industry meetings, education or other involvements that can't be classified as work or play. Try setting aside one day per week for *Red Tape* activities. Fridays are great *Red Tape* days. That way, you don't end up doing all your clean-up on Saturdays. If you have some major projects that don't fit under the other colors, put them here. Set aside time to get them done.

Green Machine

Green Machine days are revenue generation days. They are now quite limited, which means you need to figure out how to get the job done. Make your green days really count. What are the key things you need to do to achieve your green goals? Think of ways you can increase the value of a green day.

Each quarter, scan your business process. Look for the areas that need improvement. When you find one that can be improved, extract it from the process, analyze it and turn the problem into a process. Put it back in place and then run for another 90 days. Then look again. Soon you will have a very strong business model.

Summary

The top of your 90-Day Wonder™ states that, "If you know what you want, you can say no to what you don't want." By defining what you want to accomplish in both your personal and professional life, you sidestep all the diffusion generators that constantly come your way. After all, you want a great score at the end of this quarter. The 90-Day Wonder™ will help you improve your personal accountability.

We all need and want *Mellow Yellow* time. Yellow days are important to our personal lives, including our health, mental well being and personal satisfaction. And don't forget, it costs more to play than it does to work! If you want to play, you need to learn how to work more effectively. Planning your time and life commitments are the first steps in preparing your 90-Day Wonder™.