

# 2010 ANNUAL ROADMAP™

Plan your life... and live your plan.

**TIME CODES**  
 BLUE SKY  
 MELLOW YELLOW

**TIME CODES**  
 RED TAPE  
 GREEN MACHINE

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
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JANUARY							FEBRUARY							MARCH						
					1	2	31	1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			

APRIL					MAY								JUNE							
				1	2	3	2	3	4	5	6	7	8			1	2	3	4	5
4	5	6	7	8	9	10	9	10	11	12	13	14	15	6	7	8	9	10	11	12
11	12	13	14	15	16	17	16	17	18	19	20	21	22	13	14	15	16	17	18	19
18	19	20	21	22	23	24	23	24	25	26	27	28	29	20	21	22	23	24	25	26
25	26	27	28	29	30	1	30	31						27	28	29	30			

JULY					AUGUST								SEPTEMBER							
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		

OCTOBER					NOVEMBER								DECEMBER							
				1	2	31	1	2	3	4	5	6				1	2	3	4	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	

# Organizing your Annual Roadmap™

Your color-coded calendar can help you achieve a more balanced and enjoyable life. By planning your year in four colors, you quickly determine how you want to spend your time. Some people have a higher degree of control over their time than others. Most of us want more time freedom. Here's how to design your year:

You need four colored highlighter pens to complete the project: blue, red, green... and especially yellow!

## Blue Sky

**Blue Sky** is thinking time. Use this time to work on your life and your business instead of in them. This is not work time, it is strategy time. Focus on your personal and business objectives to make sure you are clearly committed to your cause. The key is to step back and think about what you want to accomplish. It works best to allocate some time at the beginning of each quarter to assess the past one, think about your present "issues" and make concrete plans for the next 90 days.

The number of **Blue Sky** days you allocate each quarter will depend on your career stage and the complexity of your objectives. People in basic situations might only need one or two **Blue Sky** days each quarter. Someone who has several people on the support team may need to set aside four or five days each quarter. Work with the team during **Blue Sky** time, to help everyone clarify their goals and objectives each quarter.

The investment of **Blue Sky** days makes everyone more productive. Lack of clear focus leads to distraction. Diffusion will get you everywhere, but nowhere very far! Diffusion is the number one enemy of productivity.

## Mellow Yellow

**Mellow Yellow** is "MY" time! This is your personal time when you back off, shut down, get out of town, relax, recover or rejuvenate. This is very important time, as it adds value to your life and gives you the strength and clear thinking to be more effective when you work.

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

Start by going down the page vertically, making all your Saturdays and Sundays yellow. Then, think about when you want some horizontal yellow days. When are the children out of school? When do you like taking holidays? Are you a winter skier, a spring golfer, a summer sailor or an autumn traveler? Whatever your desire, plan time for the people and events you care about and make sure you build a satisfying personal life. Work smarter, not harder, so you can enjoy your personal time. This is your life, so make it fulfilling!

We recommend you plan a week of **Mellow Yellow** at the end of each quarter. Run hard for a quarter, then back off for a week. This helps you to be a sprinter rather than a long distance runner who just keeps going and going and going!

## Red Tape

**Red Tape** is for clean-up, "administrivia," industry meetings, education or other involvements that aren't work or play. You are wise to designate one day per week for Red Tape activities and strive to complete all of your red activities to that day. Fridays are great **Red Tape** days. And remember, too many red days could be dangerous to your wealth!

## Green Machine

The time that is left over is called **Green Machine**. These are your revenue generation days. Green stands for "go," and green stands for money. On the green days you are going to earn the money that makes the rest of your life flow easier. You must be very productive on the green days and make every move count. There is no time to fool around. You must be very focused on green days.

On the green days, you must meet the business goals you identified in your **Blue Sky** days. Clarify your job description, so you know exactly what you are supposed to do. While we determined them last, green days are not an afterthought. These days are crucial to building a successful year. Each quarter, focus on what you need to do to increase the value of a green day.

## Summary

We all need and should want **Mellow Yellow** time. These days are important to our personal lives, including our health, mental well being and personal satisfaction. But remember, it costs more to play than it does to work! If you want to play, you need to learn how to work effectively. Planning your time and life commitments are the first steps.

By dedicating four focused days to revenue generation each week, you can achieve a positive balance between money freedom and time freedom. On those **Green Machine** days, however, you must be totally focused on getting the job done and must let nothing, short of an emergency, detract you from the activities that generate results. Green stands for "GO!"

Make each day only one color. It is your theme for the day. We all know other colors will creep into each day. But if you mix all your colors together, the color you get is brown! You have the picture.

## Getting Started

Review the sample Annual Roadmap™ before you begin. Now start with a blank Annual Roadmap™ and forget the current year. Begin by planning your "model year." If you could live the perfect year, what would it look like? When would you plan, take breaks, cleanup and create revenue.

When you finish building your model year, start with a fresh Annual Roadmap™ and plan the current year. Insert your completed Annual Roadmap™ in a sheet protector and keep it visible at all times. It is your guide for a great year. Now use the 90 Day Wonder™ to build specific plans for each quarter of the year.