

Getting Paid to Pay Attention Action Planner

A companion to

*Getting Paid to Pay Attention
Why Your Business Suffers From A.D.D.
and How to Fix It*

Marilyn Strong

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www.gettingpaidtopayattention.com

Welcome!

This Getting Paid to Pay Attention Action Planner is designed to set you up for work and business success every day!

It's an accompaniment to the best selling book, *Getting Paid to Pay Attention: Why Your Business Suffers from A.D.D. and How to Fix It*. References are made to the book so it's important that you keep your book close by as you work through the strategies and steps. (if you don't have your copy handy, you can obtain another copy here: www.gettingpaidtopayattention.com).

We all procrastinate from time to time. What's important is knowing WHY and WHEN you are procrastinating and how you can take action – even one small step – and end the procrastination.

And we all succumb to distractions and the Shiny Penny Syndrome at some point in our day. What's important is knowing WHY and WHEN we could be distracted and be ready with the strategies and steps outlined here and in the book, *Getting Paid to Paid Attention*.

I would love to hear your feedback on this workbook and any other comments, successes or challenges you have! Please email me, marilyn@gettingpaidtopayattention.com .

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Action Planner for Getting Paid to Pay Attention

This Action Planner includes a Big Picture Framework, (Morning Ritual, Evening Ritual, Work Day Ritual and Personal Family Time Ritual); a Little Picture Framework for your Daily Work Ritual (Warm up, Work Day and Cool Down) ; and a Daily Action Planner to help you create an outline for your day.

Let's start with the Big Picture Framework.

The Big Picture Framework

The idea of a Big Picture Framework is to have a loose structure around your day so, if you get distracted, or an urgency or emergency comes up, you can look at the plan and quickly return to the appropriate ritual.

There are four steps or “parts” to the Big Picture Framework:

1. Morning Ritual
2. Evening Ritual
3. Work Day Ritual and
4. Personal/Family Time Ritual

*Within your daily framework,
create some simple rituals that
are easy to follow, and can be
done almost on “auto pilot.”*

Big Picture Part A: Morning Ritual

Step 1: Determine Your Morning Ritual Time needs

Record realistic times. I know that my morning shower, grooming and dressing takes me 35 minutes. I can do it in 30 but then I feel rushed. Don't push yourself so you're frazzled before the day starts.

Sure some days are different than others. Maybe Tuesdays you need an extra 30 minutes for whatever reason. That's ok. Create a separate Morning Ritual framework for that day. When you're recording the times below, round to the nearest 5 or 10 minutes, so if making lunches takes 8 minutes, record 10.

You'll notice that there is one line already filled in for you. That's 15 minutes you need to include for your Daily Action Plan. We'll get to that in a few minutes.

Answer these questions honestly. Between the time my feet hit the floor and I'm sitting at my desk (or standing at my easel, or greeting customers or patients) I need:

- 15 minutes to complete my Daily Action Plan.
- ___ minutes for personal grooming and waking up
- ___ minutes for exercise (including return travel time).
- ___ minutes for eating breakfast/reading news online or newspaper.
- ___ minutes for making lunches.
- ___ minutes for getting kids ready.
- ___ minutes for warming up the car, scraping off ice/snow, commute to the office, parking etc.
- ___ minutes for dropping kids off at school
- ___ minutes for _____

TOTAL ___ minutes is _____ hours (round to the next 15 minutes – you'll see why in a just a minute) between the time my feet hit the floor and the time I'm ready to start work. (Step 1)

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Relax. Depending on responsibilities most people need between 30 and 180 minutes ($\frac{1}{2}$ to 3 hours) to perform their morning ritual so they don't feel rushed when they start their work.

I hear you. There are exceptions. There are changes. Relax. I do understand! Just hang in there and follow and trust the process.

It took me several years to develop and hone my morning ritual, but I realized after using it inconsistently, that I needed to stick to it or the rest of my day would fall apart.

Step 2: Determine Your Work Start Time

Now it's time to figure out a good time to start work each day. This is the actual time you sit down at the computer, stand at the easel, or greet your first client. The idea is to start your Work Day at the same time, every day. Even if you don't have to or you only see patients on Tuesday and Thursday afternoons instead of the morning, it doesn't matter. Start your Work Day at the same time every day.

If you commute to your office, it's the time you start work *in* your office, so make sure you have included your commute time in Step 1 above.

If you're a sales rep, or you travel or meet clients first thing in the morning, then your work day starts when *you're* ready. This may *not* be the same time as your client meeting. For example, your Work Day usually begins at 7:00 o'clock but your first client meeting isn't until 8:30 o'clock. That's OK. It doesn't matter. Start your Work Day at the same time every day.

Fill in the blank: I start work at _____ o'clock. (Step 2)

Time for a high five. (go to page 144 in *Getting Paid to Pay Attention*). If you don't remember here's a quick refresher: Put your right hand in the air, palm facing to the left. Put your left hand out to the side, palm up. Quickly bring your left hand up to your right hand and slap it. You've just give yourself a high five. Congratulations!

Onward!

Step 3: Determine Your Morning Awakening Time

So now we now how much time we need in the morning for our rituals. We also know what time we want to start work. In this step, we'll determine what time you need to waken in the morning so you have time to perform your morning rituals and be ready to start work.

You'll need to get up early enough to complete your ritual without feeling frazzled.

Here's an example:

Morning Ritual Time: I need 75 minutes or 1 ¼ hours between waking and working.

Start Work Time: I need to start work at 8 o'clock.

Morning Awakening Time: Subtract Morning Ritual from Start Work = $6 \frac{3}{4}$ or converted to time, it's 6:45 o'clock. Therefore to start work at 8 o'clock, I need to get up at 6:45 each Work Day.

SUMMARY

Now, create your own getting up time using your answers from Step 1 (page 7) and Step 2 (page 8).

Morning Rituals: I need _____ minutes between waking and working.

Work start time: I need/want to start work at _____ am/pm.

Morning Awakening time: Subtract morning rituals _____ from work start time _____.

Therefore, to start my Work Day at _____ o'clock, my morning awakening time is _____ each workday.

Now that you have the hang of the process, the next rituals will be easier.

Big Picture Part B: Night Time Ritual

Step 4: Determine Your Sleep Duration Time

Determine how much sleep you generally need. Most people can function well on somewhere between 6 and 9 hours of sleep a night. Whatever you need is right for you.

Fill in the blank: I need _____ hours sleep each night. (Yes, you can put a range, i.e. 7-8 hours)

Step 5: Prepare for Lights Out Time

Before you go to sleep there are usually a few rituals you perform. You might need some time for personal grooming, reading a book, kissing the kids goodnight, preparing lunches, setting out clothes for the next day, time with a loved one, empty/fill the dishwasher, and so on. Start thinking about the activities you do to before you go to bed. Generally these will take anywhere from 15 to 60 minutes.

Fill in the blank: I need _____ minutes in the evening between the time I'm ready to go to bed and lights out.

Helpful Hint:

If you set your alarm so you have to get OUT of bed to turn it off, you'll be more inclined to get right into your morning rituals.

Step 6: Determine Your Bed Time

Now it's time to determine what time you actually have to go to bed, to get the sleep you need, so you can get up at the time you need to, in order to perform your morning rituals, and get to work at your stated time!

To determine your bed time, start with the Awakening Time (Step 3), and subtract your required sleep hours (D) *and* subtract your time to prepare for lights out (E).

Here's an example: If you must be up at 6:00 o'clock, (Step 3), and you require eight hours of sleep (Step 4), plus one hour to prepare for lights out (Step 5), you need to prepare for lights out at 9:00 o'clock with a bedtime of 10 o'clock.

Start with Step 3, 6 o'clock and subtract Step 4 8 hours and subtract Step 5 1 hour

Therefore I need my bedtime to be: 9 o'clock (Yes, you can have a 30 minute variation.)

Your turn:

Start with Step 3, _____ and subtract Step 4 _____ and subtract Step 5 _____

Therefore I need my bedtime to be: _____ o'clock. (Yes, you can have a 30 minute variation.)

Now you've finished your morning and evening rituals. The last two parts are your Work Day and your Personal/family time rituals.

Sleep deprivation can increase your procrastination tendencies and your ability to be easily distracted, thereby reducing your ability to cope with stress and maintain focus during the day.

Big Picture Part C: Work Day Ritual

Remember this is still the Big Picture, so all the details are listed in the Little Picture Framework which follows in Part D.

Step 7: Record Your Work Day Starting Time

Record your work starting time here: _____ (Step 2)

Step 8: Determine Your Work Day Finish Time

What time do you finish work every day? Do you need to finish in time to pick up the kids after school or perhaps get to the gym for a scheduled class or do you have clients that can only see you or call you at 5 o'clock? This time can be a bit flexible but it helps if you can finish work at the same time every day. If that means that the Tuesdays and Thursdays you have late hours until 6 o'clock, then, for the purpose of this process make Monday and Wednesday and Friday end at 6 o'clock too.

(Yes, I know ending work is a hard one. Entrepreneurs seem to be working all the time. This time frame must be before supper, with a 30 minute deviation.)

Fill in the blank: I finish work at _____ o'clock. (Step 8)

Therefore I start work at _____ (Step 2) and finish at _____ (Step 8)

Now you have rituals for your morning, evening, and work day completed. The last ritual is for your family/personal time.

Big Picture Part D: Personal/Family Time Ritual

Your activities could include supper, time to walk the dog, help the kids with homework, take them to sports or arts programs, go to the gym watch TV and so on. All of those activities belong here.

Step 9: Determine your family/personal time.

This is the time leftover between when you finish work _____(Step 8) and prepare for lights out _____(Step 5)

Record that time here. My family and personal time is from _____ to _____.

So, now you have a framework for your day. It's not set in stone. Yes, you can have variations by 30 or so minutes. And, some days your work schedule might start extra early or end extra late. That's ok. Work around those changes. Stay calm.



At the top of the next page record your Big Picture Framework.

MY BIG PICTURE RITUALS

Morning Ritual times _____ o'clock to _____ o'clock

Work Day Ritual times _____ o'clock to _____ o'clock

Personal/ Family Ritual times _____ o'clock to _____ o'clock

Night time ritual times _____ o'clock to _____ o'clock

Congratulations! If you can stick to these rituals you're well on your way to Getting Paid to Pay Attention!

The next step is the Little Picture Rituals.

My Little Picture Ritual

For the Little Picture Rituals we use the Work Day times and create a framework around those times so you can avoid procrastination, distraction and hyper-focus as much as possible while you're working! Let's begin.

Record your Work Day Ritual times here: from _____ o'clock to _____ o'clock..

All the rest of this section is devoted to the time in your Work Day Rituals.

There are 3 components to the Little Picture Framework: Warm up, Get It Done and Cool down. Each component is exactly as it sounds.

Warm up

The Warm up ritual occurs when you start your work. It takes about 20 minutes and is comprised of completing a 15 minute Daily Action Plan and about 5 minutes of planning your tasks/projects for the day.

Step 1: Daily Action Plan

Let's start with the Daily Action Plan on the next page. Fill in your vision for your business, the current date, and a minimum of 2 and maximum of 5 positive statements about yourself. Then state each of those statements 5 times, out loud. Carry on and fill in the blanks on page 16.



My Daily Action Plan

My vision for my business is: _____

Date: _____

1. My intention is to Get Paid to Pay Attention because: (list 2- 5 positive statements about yourself or review the statements on page 38-39 in *Getting Paid to Pay Attention*)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. Read each statement out loud 5 times

3. My hardest task or project today is _____

4. My thoughts and feelings about this task or project are: _____

5. I might procrastinate or allow distractions because _____

6. HOWEVER if I feel a procrastination moment or a distraction about to strike, I will use one of the strategies listed below:

- | | |
|----------------------------------|--|
| a. Review my vision board | j. Use technology as a tool |
| b. Commit to my values | k. Outsource the wrong thing |
| c. Create some thinking time | l. Become accountable to myself |
| d. Write in my journal | m. Honor my code of conduct |
| e. Brainstorm using a whiteboard | n. Ask for help from my mastermind group |
| f. Talk out loud | o. Ask for help from a coach or mentor |
| g. Meditate or practice yoga | p. Enlist help from family or friends |
| h. Kill the caffeine | q. Look ahead to my next reward |
| i. Review my Daily Action Plan | r. Forgive myself |

7. My feet will be held to the fire by: _____ (remember your accountability team from Chapter 7 in *Getting Paid to Pay Attention*)

8. My rewards for milestones and completion of tasks and projects today include:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Daily tasks and activities

Now you have about 5 minutes to plan your day and assign times to tasks and activities. Let's start with the projects you're working on.

Step 2: Project list

Make a list of projects you're working on today. You can use the list below (make more copies from the appendix). No more than 4 projects, otherwise, your heart will start to flutter and those butterflies will start coming up your throat and you'll start to defeat yourself before you start.

State whether you'll work on the project in the morning or afternoon. Here's a sample project worksheet.

Extra copies are included in the Appendix

Project #	Project Name	Time of Day

Step 3: Task list

Now for each project, using the form on the next page, record tasks that have to be completed for each of the projects and the length of time each task will take. If you feel that a task takes more than 30 minutes, break it into smaller chunks so no task takes more than 30 minutes. Extra copies of the forms are available in the Appendix.

Set out the projects you want to work on so you only work on those projects!

Step 4: Book appointments with yourself

Now it's time to book appointments with yourself in your calendar.

Open your e-calendar and start transcribing the tasks and timeframes into your calendar. Group the project tasks together and put them into blocks of time that make sense for you. For instance, if you have 3 projects to work on today and you're working from 8 o'clock to 1 o'clock and then taking lunch, and working again from 1:30 to 5 o'clock, you might want to spend 3 hours in the morning performing 9 tasks with one project and then two hours performing 12 tasks with a second project. Then after lunch, you might want to spend the afternoon working on just one project and 14 tasks.

Remember: those blocks of time have to include short breaks and no single task can be more than 30 minutes in length. This is NOT a hyper-focus marathon!

You'll need some sort of timer or appointment reminder to tell you when you're time is up.

If you find pop-up appointment reminders on your computer distracting, or if you're not working on the computer, try one of these ideas to help you keep track of time:

1. Set a manual timer to go off at the end of each task time. I LOVE my mechanical kitchen timer – less than \$3 at the dollar store!
2. Use the Anti-Procrastination Timer by Endangered Apps, available free from iTunes.
3. Use the alarm on your phone.
4. Use the alarm on your stove or microwave.
5. For those who need a timer but tend to ignore it and continue working, try this trick: Set a timer or alarm across or out of the room—out of reach—to go off at a set time. No matter what you are doing, the sound will be so annoying, you will have to stop, stand up and go turn it off.
 - a. *Bonus: You can do this with the alarm in your bedroom, too. When you have to get up and out of bed to turn off the alarm, it's more difficult to go back to bed and back to sleep.*
6. Once the timer goes off, set it for the length of your break—generally two or three minutes. When the timer tells you that your break is over, repeat the pattern by setting the timer for your task time—no more than 30 minutes.

This whole process will take longer to read than it does to perform. Honest!

Get it Done

Now you have everything planned and ready, it's time to Get it Done!



Remember to set a timer to go off fifteen (15) minutes before your work day ends so you can start your cool down.

Cool Down

When you hear the timer go off and you know there's 15 minutes left in your work day your next step is:

Step 5: Tidy up the clutter

Put away the papers or equipment you don't need, and tidy up a bit. Put materials into project piles or files and file them. Put away the pens, markers and any other items.

Step 6: Review your Daily Action Plan

Grab your Daily Action Plan for the day and turn to page 22 and your 'How I Did' plan. Take a few minutes to review and record your progress.

How did repeating the positive statements help you? How were you successful in your hardest task or project? If any distractions occurred what strategies did you use? Did you need anyone to hold your feet to the fire?

Step 7: Rewards and prizes!

It's time for your final reward for your work day!

Decide!!!

What will it be?

A high five?

A dance?

A run?

Some hugs with the kids?

Take the dog for a walk?

Be nice to yourself you deserve it.

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How I did today, _____ (date)

1. My hardest task or project was _____

2. I was successful in my hardest task or project because: _____

3. I've circled the strategies I used today when I was procrastinating or feeling distracted:

- a. Reviewed my vision board
- b. Committed to my values
- c. Created some thinking time
- d. Wrote in my journal
- e. Brainstormed using a whiteboard
- f. Talked out loud
- g. Meditated or practiced yoga
- h. Killed the caffeine
- i. Reviewed my Daily Action Plan
- j. Used technology as a tool
- k. Outsourced the wrong thing
- l. Became accountable to myself
- m. Honored my code of conduct
- n. Asked for help from my mastermind group
- o. Asked for help from a coach or mentor
- p. Enlisted help from family or friends
- q. Looked ahead to my next reward
- r. Forgave myself

4. My rewards for milestones and completion of tasks and projects today included:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

5. I ended my Work Day ritual by: _____

One last reward: A high 5! This time put your left hand in the air, palm facing to the right. Put your right hand out to the side, palm up. Quickly bring your right hand up to your left hand and slap it. You've just given yourself a high five. Way to go!

Summary

Congratulations! You've created your Big Picture, Little Picture and your Work Day plan. You've followed the plan as best you could. You've finished the Cool Down and recorded all the strategies and rewards you've used.

Give yourself a big pat on the back and get ready for tomorrow!

P.S. Be sure to print out extra copies of the workbook pages in the Appendices so you have enough for each day of the week. Keep following the processes!!!

Well done! You're well on your way to Getting Paid to Pay Attention!

If you're got some great ideas for rewards you like, please email Marilyn at marilyn@gettingpaidtopayattention.com and she'll post the reward ideas on the website!

Appendices

Action Planner for *Getting Paid to Pay Attention*®

Date: _____

Project #	Project Name	Time of Day

This should fit on one page

How I did today, _____ (date)

1. My hardest task or project was _____

2. I was successful in my hardest task or project because: _____

3. I've circled the strategies I used today when I was procrastinating or feeling distracted:

- a. Reviewed my vision board
- b. Committed to my values
- c. Created some thinking time
- d. Wrote in my journal
- e. Brainstormed using a whiteboard
- f. Talked out loud
- g. Meditated or practiced yoga
- h. Killed the caffeine
- i. Reviewed my Daily Action Plan
- j. Used technology as a tool
- k. Outsourced the wrong thing
- l. Became accountable to myself
- m. Honored my code of conduct
- n. Asked for help from my mastermind group
- o. Asked for help from a coach or mentor
- p. Enlisted help from family or friends
- q. Looked ahead to my next reward
- r. Forgave myself

4. My rewards for milestones and completion of tasks and projects today included:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

5. I ended my Work Day ritual by: _____

One last reward: A high 5! This time put your left hand in the air, palm facing to the right. Put your right hand out to the side, palm up. Quickly bring your right hand up to your left hand and slap it. You've just given yourself a high five. Way to go!

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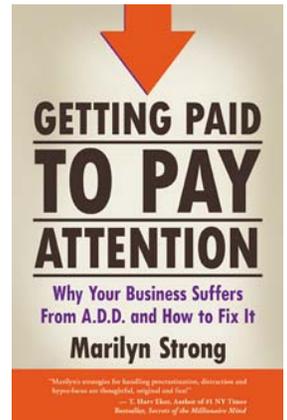


Marilyn Strong, BA, MBA is a business and marketing strategist, trainer, speaker, and best selling author of *Getting Paid to Pay Attention: Why Your Business Suffers from A.D.D. and How to Fix It*.

Marilyn acknowledges her Attention Deficit Disorder (AD/HD) and credits most of her success to her creative ability to design processes and steps that helped her focus and take action to become a successful business owner.

As Marilyn engineered her ‘rituals’ to reliably skyrocket her own results, a few other entrepreneurs also wrestling with AD/HD symptoms got curious. A few soon grew into dozens, and then Marilyn had to write a book ([Getting Paid to Pay Attention](#)) to help everyone asking for help – and the nearly 10 million adults in North America alone suffering from AD/HD.

Marilyn has figured out how to get paid to pay attention to her business and shares that message through speaking engagements, her website ([GettingPaidtoPayAttention.com](#)), newsletter and teleseminars. Connect with her on LinkedIn and Facebook!



View my profile on [LinkedIn](#)