SAFE HANDS SPRING PLANNING AND REVIEW

SAFE HANDS

Spring planning workbook: phase one

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Introduction

I asked Google's Notebook LM this question:

Please survey these sources (see below) and synthesise all the ideas to come up with a step-by-step plan for a business review and planning exercise that considers these key questions:

1. Am I spending my days wisely? Am I doing enough work, or too little?

2. Why does it feel so often as if life passes me by in a blur of overthinking and inattention?

3. How much fun am I having?

4. Am I running from a place of scarcity or abundance?

5. Related: I often feel as though my work is temporary, something I am doing to fill time. As if I am pretending to run a business. That I am not important or well-known or influential, so my work is not important or influential. How can I change that mindset?

6. One of my primary aims this year was to find new clients – but I still haven't made decent progress on that? What do I need to be doing differently? A new strategy? Better marketing?

THE SOURCES

11 spring cleaning ideas for business leaders and teams
Spring Clean Your Business: A Guide for Entrepreneurs | GENFIN
Working from overflow - by Jenni Gritters - The Third Door

Those are my questions - yours might be different. But the steps in this document are a place to start. Print it out, write in it, use your computer or phone to make notes. Good luck! Renee

1. Assess daily activities

Track your time: Keep a detailed log of how you spend your work day for at least a week. Analyse the log to identify time spent on productive tasks versus time wasted.
Summarise the results below.

1. Assess daily activities

Evaluate your to-do list: Review your daily, weekly, and monthly to-do lists. Are you prioritising the most impactful tasks? Are you setting realistic deadlines? Do your tasks align with your long-term business goals?

1. Assess daily activities

Identify energy peaks and slumps: Using what you've learned, Figure out the times of day when you are most alert and focused. How could you change things so you do the hard stuff when you have the most energy? Timeblocking helps... some tips on my blog

2. Overthinking & Inattention

Do you practice mindfulness? If not, think about trying mindfulness techniques, such as meditation or deep breathing exercises, into your daily routine to improve focus and reduce overthinking. If you do this already, well done!

NEXT

Prioritise and delegate: Based on the analysis you did of your activities, are there any tasks that can be delegated or outsourced to free up your time and mental energy for more critical aspects of your business? List them here...

2. Overthinking & Inattention

Establish work / life boundaries: You need boundaries between work and personal time to avoid burnout. An end-of-day routine helps, as does a conscious, written down plan for how you will use your phone outside of work hours. Write them down here!

3. Fun and Fulfilment

Identify activities that bring you joy: Make a list of work activities that energise and inspire you.

3. Fun and Fulfilment

Do the same for personal activities: What do you actually enjoy doing? Be honest with yourself...

3. Fun and Fulfilment

Now, can you schedule time for fun? Block out time in your calendar for enjoyable activities, just as you would schedule important meetings or appointments. Or review your week and think about ways to get things done so that you don't work weekends.

3. Fun and Fulfilment

Are there ways to incorporate elements of play into your work? Explore ways to make your work more enjoyable, such as experimenting with new approaches, collaborating with others, or adding creative elements to your projects. Or even just work in the local library one afternoon a week.

4. Scarcity vs Abundance

Identify limiting beliefs: Write down negative beliefs you hold about yourself, your business, or your potential for success. Then write down the evidence to the contrary. If this is hard, there's a good tool here: Mindfulness Against Limiting Beliefs (as of September 2024, it's a free download)

NEGATIVE		POSITIVE
	VS	

4. Scarcity vs Abundance

Practice gratitude: Here, right now, write down three things you are grateful for. Then, consider starting a daily gratitude practice, perhaps as part of your end-of-day routine.

The Presently app works really well...

4. Scarcity vs Abundance

Embrace opportunities: Be open to new possibilities and opportunities, even if they seem challenging or outside of your comfort zone. Think about times in the past when you missed an opportunity – what feelings were at play? Or are there opportunities on your horizon right now? What gifts could they bring?

5. Feelings of Inadequacy

Acknowledge your accomplishments: Make a list of your successes over the last year, both big and small. Celebrate your achievements and recognise the value you bring to your business and clients.

5. Feelings of Inadequacy

Identify your strengths: Determine your core strengths and how they contribute to your business.

5. Feelings of Inadequacy

Focus on your impact: Shift your focus from external validation (fame, influence) to the positive impact your work has on your clients and the wider community. List times over the last year when you made a difference to others.

5. Feelings of Inadequacy

Invest in personal and professional development: Are there ways you could learn, grow, and expand your skills and knowledge? List any training your are doing now, or three ideas for training you'd like to do over the next year.

Any Final Thoughts?

Three Things To do

1

2

3