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"It's all about the process." - Mike Mahony

GUIDE TO PLANNING YOUR PERFECT WEEK

 TOP TIER
COACHING

Why Does Planning Matter?

Most people know that to be successful, they need to have a plan and stick to it. But what many people don't realize is that this applies just as much to their personal lives as it does to their professional lives. To live a productive and fulfilling life, you need to plan your week ahead of time each week.

There are several reasons why planning your week ahead of time is so important. When you have a plan, you know exactly what you need to do daily to reach your goals. This eliminates the stress of having too many things on your plate at once and not knowing where to start.

Second, you're more likely to stick to your goals when planning your week. Having a set plan gives you something tangible to work towards, which makes it easier not to give up when things get tough.

And finally, by planning your week ahead of time, you can maximize your time and get the most out of every day. You'll be less likely to waste time on unimportant tasks or distractions and more likely to achieve the results you're looking for.



PLANNING

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Step-by-step Guide to Planning Your Week

- Gather all tasks into your task manager.*

The first step is to ensure you've captured every task you need to accomplish and put them into a trusted system. We use ClickUp for our system. It enables us to add a start date and filter by that start date to show what needs to get done for the week. Having everything start out digital makes everything easier.
- Sort tasks by start date.*

This enables you to set a range in your project management software and have it only show tasks assigned to you that are due within the next week. This is your workload for the week.
- Transfer all tasks into the planning template.*

Take all tasks due this week and add them to a sheet of paper designed to capture the week's tasks. We call this the planning template (it is part of The Top Tier Planner). It is an essential step.
- Add tasks to the days you will complete them on the planning template.*

The same paper that you used to transfer your tasks will be used to distribute the tasks by day. Simply start at the top of the task list you created. Add each task one at a time to a day when it will be completed.
- Transfer tasks to The Top Tier Planner.*

Now that you know which days you will do what tasks, transfer these tasks into the appropriate day on The Top Tier Planner.
- Go through your calendar and transfer meetings to The Top Tier Planner.*

Go through your calendar system and gather up all meetings that are currently on your calendar. Transfer them to the appropriate day on The Top Tier Planner.

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Tips for Using Your Weekly Plan

- ✓ As you complete a task, cross it off with a colored highlighter.
- ✓ If a task isn't done and needs to be moved to another day, circle it on the original day and then write it in on the appropriate day in The Top Tier Planner.
- ✓ Stick to your plan as it is written. Avoid the temptation to change it. Your initial gut reactions were correct.

Getting Productive!

Now that you have all tasks set up on the correct days and all meetings and appointments in your planner, it is time to execute. Head down! Get the work done! Cross off things as you complete them!

The goal is to complete 100% of what was assigned to you for the week.

Assessment

As you conduct planning each week, review the previous week.

- ★ Were there lots of unfinished tasks? If so, assign fewer tasks to your workload this coming week.
- ★ Were there days that just didn't have enough tasks? Be sure to add extra tasks to those days this coming week.
- ★ Did you struggle to complete larger tasks? Consider working on them when you have higher energy.

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Want to implement this planning system with
the least amount of friction possible?



Get your hands on
The Top Tier Planner,
designed with this
process in mind!

Get yours today!



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Meet Mr. Process

Mike "Mr. Process" Mahony has been a technologist for more than 30 years. As a chess player all his life, the process aspect of technology intrigued him right away.

Mike is known for being the most user-friendly technologist alive. He doesn't speak in techno-gibberish. He also doesn't mince words. Mike is known to be an extremely blunt and honest person.

Mike has helped many businesses change the course of their revenue trajectory through the use of systems and processes fine-tuned to make that a reality.

One client was purchased by a major competitor for \$85 million just so they could own the software Mike had architected and built.

Coaching Others is His Passion!

Mike began a business coaching business 13 years ago. He has helped dozens of entrepreneurs reclaim their lives and scale their businesses to 7-figures. Most recently he helped a car dealership cut their costs by \$18,000 annually after just one month of working with them.

Mike takes the complexities and makes them simple to understand. He inspires execution at a high level. Your business and personal life will grow under his coaching.

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Considering Next Steps?

Connect on social media:



@the.timemanager



<https://www.linkedin.com/in/michaeljmahony/>



@the.timemanager1



@toptierprocess

Small Political Rant

Top Tier Coaching Services does not use Twitter because we oppose the rampant censorship that exists there. How ridiculous is it that a conservative is blocked, but the Taliban and ISIS have active accounts? Enough said

Need a coach to guide you?

Mike offers two types of business coaching. [Book a chat!](#)

Join the Top Tier Coaching Amateurs Community

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