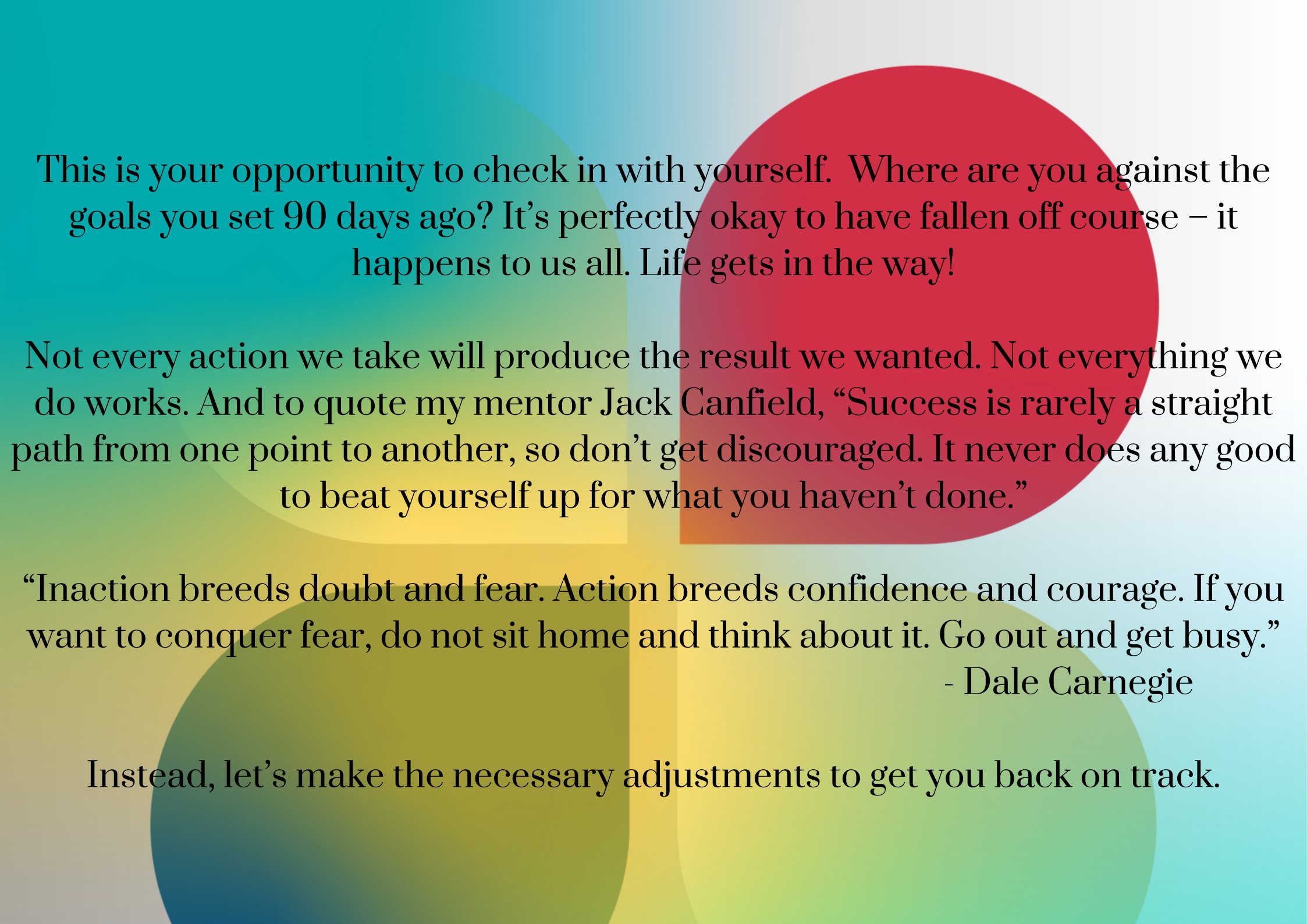




THE WLA

90-DAY PLANNING

January - March
PLANNING RESOURCES



This is your opportunity to check in with yourself. Where are you against the goals you set 90 days ago? It's perfectly okay to have fallen off course – it happens to us all. Life gets in the way!

Not every action we take will produce the result we wanted. Not everything we do works. And to quote my mentor Jack Canfield, “Success is rarely a straight path from one point to another, so don't get discouraged. It never does any good to beat yourself up for what you haven't done.”

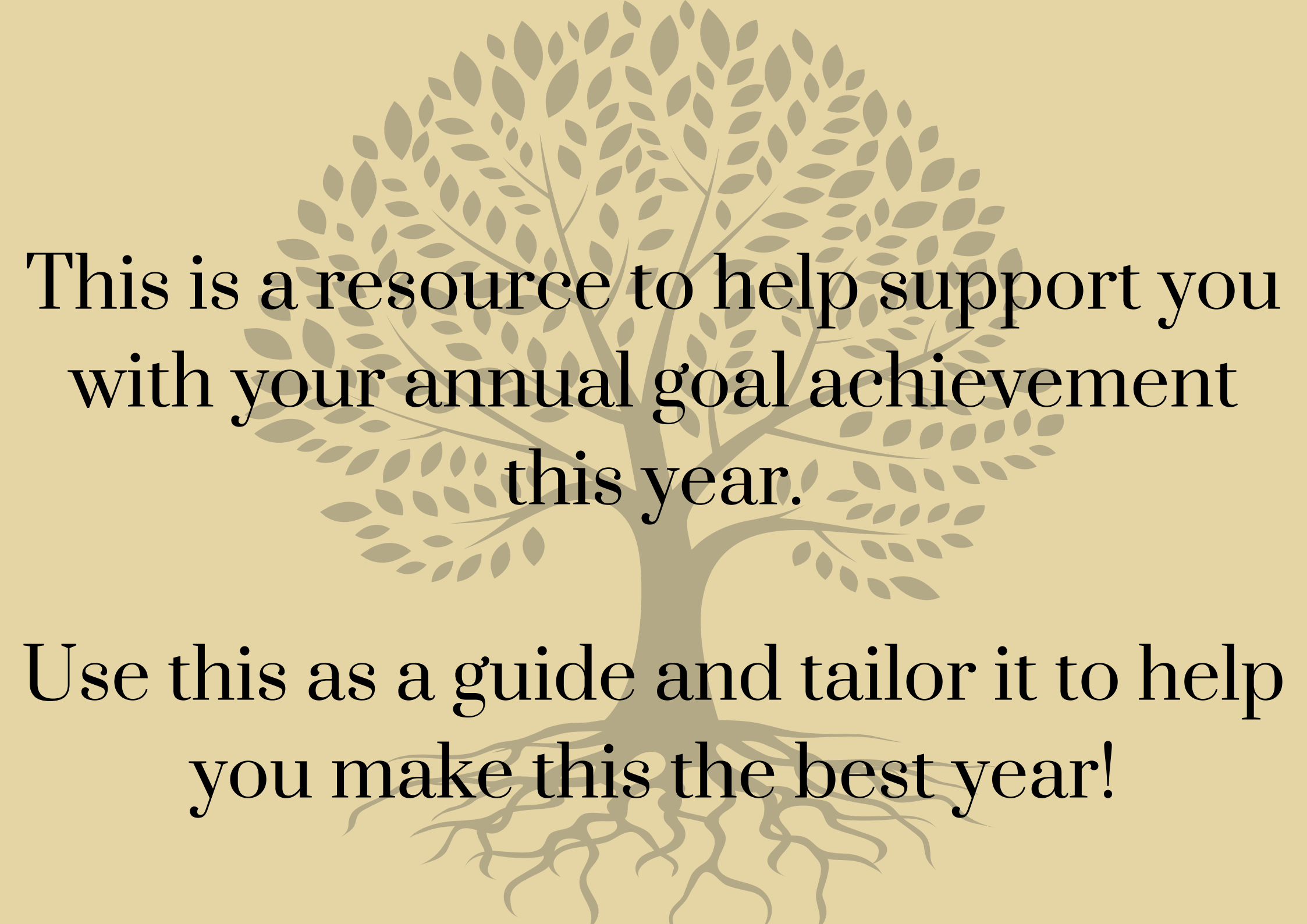
“Inaction breeds doubt and fear. Action breeds confidence and courage. If you want to conquer fear, do not sit home and think about it. Go out and get busy.”
- Dale Carnegie

Instead, let's make the necessary adjustments to get you back on track.

Check - in

Being a member of the WLA is all about developing your potential. The world needs more women in senior roles, women who are more confident and have great impact (without losing their authenticity). By setting some clear goals at the start of the programme will help you gain massive traction. Consider what you would like the score to be in 3 months time. If you believe your self care is currently at a 4, then what would a 7 or 8 look like in 3 months time? What would need to happen for you to move up the scale?

The Four Energies - Categories	Satisfaction/Fulfillment Score Today (1-10) January 2024	Desired Score (1-10) March 2024	What is your priority order for your 90-day plan?
Career			
Hobbies, Recreation & Fun			
Health & Wellbeing			
Environment			
Relationships			
Community / Contribution			
Spiritual Purpose & Practices			
Leadership Development			



This is a resource to help support you
with your annual goal achievement
this year.

Use this as a guide and tailor it to help
you make this the best year!

Intellectual	My intentions for this quarter	Turning this into a Goal...
Career		
Hobbies, Recreation & Fun		



Physical	My intentions for this quarter	Turning this into a Goal...
Health & Wellbeing		
Environment		



Emotional	My intentions for this quarter	Turning this into a Goal...
Relationships		
Community / Contribution		

Spiritual	My intentions for this quarter	Turning this into a Goal...
Spiritual Purpose & Practices		
Leadership Development		

Monthly Goal Planner

You can now prioritise and block the goals into 90-day segments. Cutting the goals into four blocks makes their manifestation so much more likely to happen. By writing them down you'll feel more inspired and you'll be able to measure your progress too.

Categories	What's my #1 goal in each of these categories?	How motivated am I to achieve it? What support do I need?	How am I going to celebrate? What's my reward?
Intellectual			
Physical			
Emotional			
Spiritual			

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Spiritual			

Monthly Reflection - Energy Assessment

Take some time now to reflect on your energy over the past month as it relates to our Four Energies.



What were the three biggest lessons you've learned in this past month?



Review your planner for the past month and assess your priorities. Are you happy with how you spent your time? If not, what steps can you take next month to adjust them?



What did you accomplish this past month? What are you most proud of?



What or who are you especially grateful for this past month?



From 1-10 how do you feel overall from this past month?

The Four Energies - Categories	Score (Where I am now VS Where I want to be) 0 - Not Good, 10 - Awesome
Career	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 10
Hobbies, Recreation & Fun	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 10
Health & Wellbeing	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 10
Environment	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 10
Relationships	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 10
Community / Contribution	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 10
Spiritual Purpose & Practices	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 10
Leadership Development	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 10

The Four Energies

At the core of what we do at the WLA stands The Four Energies. The concept is simple. Every thought, every emotion, and every feeling we have provides energy; energy that boosts or drains us. Whilst we all have the same number of hours in any one day, we have infinite access to both the quality and quantity of our energy. We draw that energy from four sources - Intellectual, Spiritual, Emotional & Physical Energy.

Intellectual

This is the energy that represents logic, analysis, planning, structure, debate and focus. It's the energy that drives most organisations. Overused and it can lead to exhaustion. When used in right balance it provides clarity, prioritisation and focused attention.

In terms of potential, it's great to use for clarifying a career plan as well as a personal development plan. Secondly, if you consider in terms of mindset, this energy is all about confidence and positivity. What arenas are you at your best? Are you a half full or half empty? Where does your confidence creak? How do you want to be an energy giver rather than an energy drain?

Physical

This is the energy that gives us the ability to show up fully and the way in which we show up too. It's about having presence in the workplace, being visible and managing resilience through a strong self-care regime. We have to have the presence of mind to know the importance of looking after our bodies, including our sleep patterns, our nutrition, hydration and exercise.

As leaders, we can often give so much to everyone else that there's little left in the tank for us. By creating clear goals around putting yourself first (yes you first) then you will find that you have loads of energy to give to others. Even better, others may decide they don't need as much of you as they thought when you stop over giving.

Spiritual

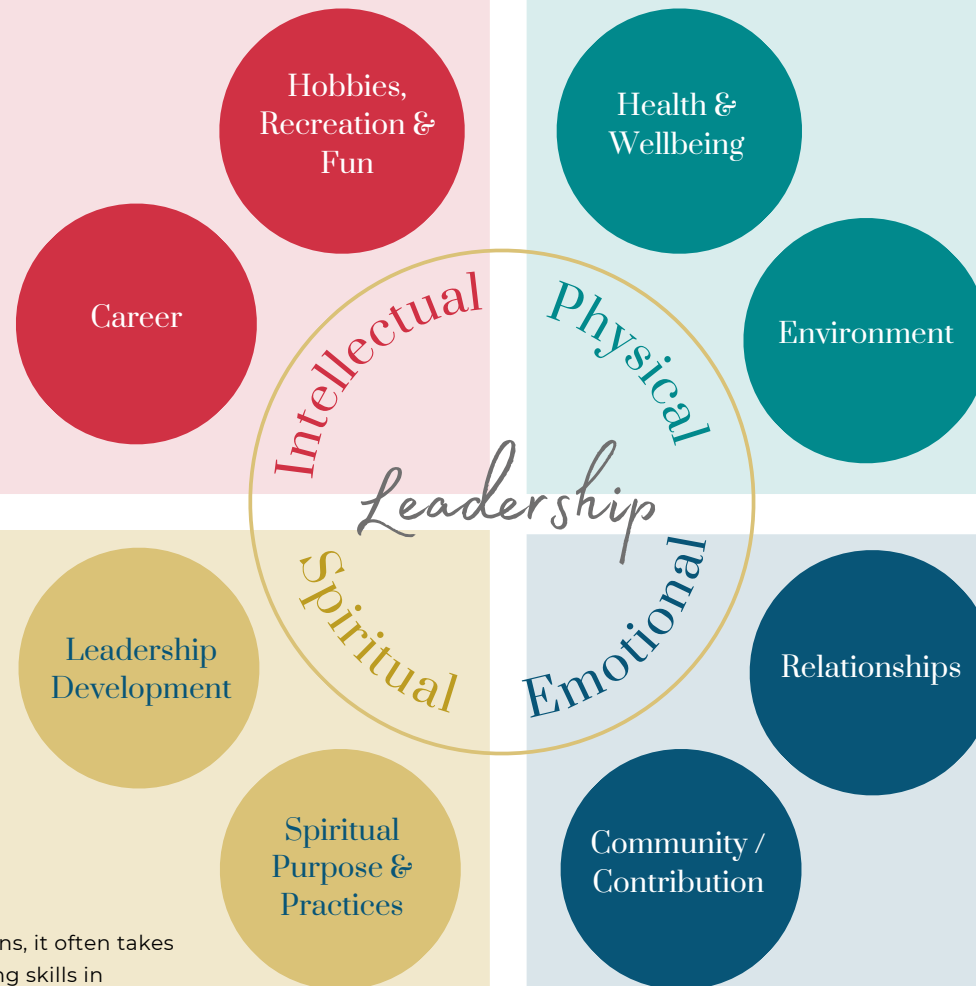
This is about being in touch with who you truly are at your core. It's about turning the volume of the mind down so you can hear what your intuition and true values are nudging you towards. Tapping into your spiritual energy enables you to get clear on your purpose, your future and the things you truly care about.

Because it's the least talked about in organisations, it often takes the most amount of effort to embrace. Developing skills in meditation, journaling, affirmations, gratitude are just some of the practices needed to harness this. It's perhaps the most powerful of all energies.

Emotional

Emotional energy encompasses our connections to others, the ability to read our own, others' emotions and to use emotional data in helping us make sense of the environment. It's about using our emotional radar to build deep and lasting relationships with others. Our emotions can be positively affected by the work we do for others and in our local communities.

It's essential to build collaboration, strong networks, creativity and hope. Understanding others and listening unconditionally are two of the key milestones of strong emotional energy. The energy comes from our heart rather than our mind and many of us are not taught about how to use this energy to its most positive impact.



Annual Goal Tracking Check In

To wrap up your monthly review, let's revisit the goals you set at the start of the programme this year and assign a monthly score (1-10). This will help keep you on track to achieve your goals and also help you see and celebrate the progress you're making.

The Four Energies Categories	Jan. Score	Feb. Score	Mar. Score	Apr. Score	May Score	Jun. Score	Jul. Score	Aug. Score	Sep. Score	Oct. Score	Nov. Score	Dec. Score
Career												
Hobbies, Recreation & Fun												
Health & Wellbeing												
Environment												
Relationships												
Community / Contribution												
Spiritual Purpose & Practices												
Leadership Development												
Total Score for the Month												

What are your current scores?

The Month Ahead

What are you going to do to actually turn these actions into your daily to-do list and diary?
Write down the dates of this month and all the big upcoming moments, activities, projects and deadlines.

Month: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Work Projects							
Personal Projects							
Events							

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