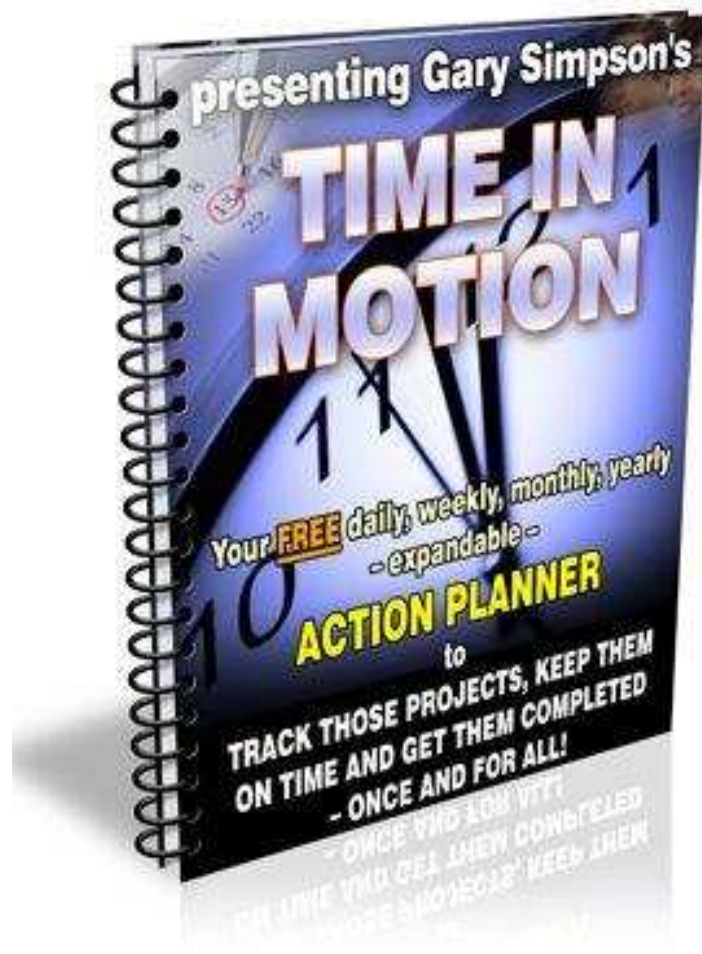


**Your**  
**TIME IN MOTION ACTION PLANNER**  
by  
**Gary Simpson**

a **FREE** resource  
for you to prioritize your time  
when you are working on those projects that you simply  
must get finished.



This cover was designed by Brian M Welsh

**Gary Simpson presents:**

# **TIME IN MOTION**

**Your FREE daily, weekly, monthly,  
yearly**

**– expandable –**

**ACTION PLANNER**

**to**

**TRACK THOSE PROJECTS, KEEP THEM  
ON TIME AND GET THEM COMPLETED  
– ONCE AND FOR ALL!**

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## **ABOUT ME:**

Hello and welcome to my ACTION PLANNER. My name is Gary Simpson and I live in Perth, Western Australia. I am a meticulous planner and I have devised this "TIME IN MOTION" e-book for you to be able to use with all your on-line (and even "off-line" projects).

I have been using systems like this for many years but it is only now, with my involvement in the Alex Jeffreys Internet Marketing Mentoring and Coaching program that I am undertaking, that I have seen how completely distracted, unfocussed and overwhelmed most people can become.

Without a plan you are going to end up somewhere else.

There is an old adage that says: "Failing to plan is planning to fail." Believe it.

This e-book is my gift to you. It is ridiculously easy to use and the download can be used over and over again for ALL your projects for the rest of your life.

I have always been highly organized and I am always amazed at how dis-organized so many other people are. I used to think everyone did what I do but I know now that this is definitely not the case. Hence, my little e-book.

You can find out more about me at [www.motivationselfesteem.com](http://www.motivationselfesteem.com) and a LOT more about my involvement in Internet Marketing, in general, and with Alex Jeffreys, in particular, at [www.motivationselfesteem.com/blog](http://www.motivationselfesteem.com/blog).

If you would like to know more about the "coaching" that I have undertaken then you can visit [www.motivationselfesteem.com/wealthbuilder.htm](http://www.motivationselfesteem.com/wealthbuilder.htm)

## **INTRODUCTION:**

Use this planner to map out your year in monthly increments. Each month has a day where you can enter your plan and then follow the execution of that plan.

At the end of the month there is a section where you can summarize all your KEY achievements and review your time spent. This will allow you not only to feel pride for what you have done but also see where all your interruptions are coming from.

Note: This planner should ONLY be used for DEDICATED project time – ie WORK hours, or what you want to classify as work hours. Family time and holiday/vacation time should be excluded.

In reality, the whole thing is what you want to make of it. It's YOURS to do with as you will and to USE as you will.

You can even use several ACTION PLANNERS for separate projects if you want. It is entirely up to you!

## **YOUR PLEDGE:**

This ACTION PLANNER will only work if you USE it. Accordingly, I would like you to make the following pledge:

I ..... will faithfully record ALL my tasks in this time planner. My project is called .....

I am signing my name here ..... as my personal pledge of commitment and I do this on this the ..... day of ..... in the year.....

I know that my word and my signature are my bond and there is NO person more important than me when it comes to personal commitment and integrity to follow through.

## **INSTRUCTIONS FOR USE:**

- 1** – Download this e-book to your computer,
- 2** – Print out ONE copy (this is your “master” copy),
- 3** – take that copy to a print shop and have 12 copies printed,
- 4** – Have the print shop people bind all copies using a spiral binder (so they will lay FLAT),
- 5** – Mark up all copies with the month and year for this month and the next 12 months,
- 6** – Put the following 11 months into your stationery cupboard,
- 7** – Begin to use the ACTION PLANNER for the current month IMMEDIATELY. Do not wait for the start of the next month to do it. Start NOW – even if it is 5, 10, 20 or even 25 days into the month. NEVER wait. Start using the ACTION PLANNER **NOW!**
- 8** – At the end of each month spend half an hour filling in your summary. This will allow you to see your list of achievements. It will also permit you to zero in on activities and people who “waste” your time. You can then take measures to minimize or stop the time wastage.

That’s it. It’s EASY.

It’s up to you exactly how you want to use your action planner and what entries you want to make. Enjoy it and realize the power you now have over your time.

1<sup>st</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

“Nothing is as far away as one minute ago.”  
- Jim Bishop.

1<sup>st</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

2<sup>nd</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**

[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

“If we take care of the moments,  
the years will take care of themselves.”  
- Maria Edgeworth (O Magazine – April 2004).

2<sup>nd</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

3<sup>rd</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**

[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

“We must use time as a tool,  
not as a crutch.”  
- John F Kennedy (1917 – 1963)

3<sup>rd</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

4<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

"Try, try, try, and keep on trying is the rule  
that must be followed to become an expert in anything."  
- W. Clement Stone.

4<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

5<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

“What may be done at ANY time,  
will be done at NO time.”  
- Scottish Proverb.

5<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

6<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**

[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

“I don’t think of the past.  
The only thing that matters is the everlasting present.”  
- W Somerset Maugham (1874 – 1965) from “The Moon & Sixpence.”

6<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

7<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

“People find life entirely too time consuming.”  
- Stanislaw J Lec (1909-1966) from “Unkempt Thoughts.”

7<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
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8<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

"I can't change the direction of the wind,  
but I can adjust my sails to always reach my destination."  
- Jimmy Dean.

8<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
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 .....

9<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

“A single day is enough,  
to make us a little larger.”  
- Paul Klee (1879 – 1940).

9<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

10<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

“Time does not change us.  
It just unfolds us.”  
- Max Frisch.

10<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

11<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

“Tough times never last,  
but tough people do.”  
- Robert Schuller.

11<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

12<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**

[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

“It’s a strange thing, but when you are dreading something, and would give anything to slow down time, it has a disobliging habit of speeding up.”  
- JK Rowling – the “Hungarian Horntail”  
from Harry Potter and the Goblet of Fire (2000).

12<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

13<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**

[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

“If you want work well done,  
select a busy man – the other kind has no time.”  
- Elbert Hubbard.

13<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

14<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

“Time is the wisest counselor of all.”  
- Pericles.

14<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

15<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

“The only reason for time  
is so that everything doesn’t happen at once.”  
- Albert Einstein (1879 – 1955).

15<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

16<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

“Never confuse movement with action.”  
- Ernest Hemmingway.

16<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

17<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

"Only I can change my life, no one can do it for me."  
- Carol Burnett.

17<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

18<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**

[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

"There are no secrets to success.  
It is the result of preparation, hard work, and learning from failure."  
- Colin Powell.

18<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

19<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

"If you don't drive your business,  
you will be driven out of business."  
- B. C. Forbes.

19<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

20<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**

[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

"In the end, all business operations can be reduced to three words:  
people, product, and profits."  
- Lee Iacocca.

20<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

21<sup>st</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

"Whenever an individual or a business decides that success has been attained, progress stops."  
- Thomas J. Watson.

21<sup>st</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

22<sup>nd</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

"All lasting business is built on friendship."  
- Alfred A. Montapert.

22<sup>nd</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

23<sup>rd</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

"The secret of business is to know something  
that nobody else knows."  
- Aristotle Onassis.

23<sup>rd</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

24<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**

[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

"Do something - anything. Trying your hand at something and failing is much better than being a master of nothing."  
- Gary Simpson ([www.motivationselfesteem.com](http://www.motivationselfesteem.com))

24<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

25<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**

[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

"If we really love ourselves,  
everything in our life works."  
- Louise L. Hay.

25<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

26<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**

[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

“Nothing is a waste of time,  
if you use the experience wisely.”  
- Rodin (1840 – 1917)

26<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

27<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**

[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

"Profit in business comes from repeat customers, customers that boast about your project or service, and that bring friends with them."

- W. Edwards Deming.

27<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

28<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**

[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

"In the business world, everyone is paid in two coins:  
cash and experience.  
Take the experience first; the cash will come later."  
- Harold S. Geneen.

28<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

29<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

“This time, like all times, is a good one,  
if we but know what to do with it.”  
- Ralph Waldo Emerson (1803 – 1882)

29<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

30<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

"The gem cannot be polished without friction,  
nor man perfected without trials."  
- Chinese Proverb.

30<sup>th</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

31<sup>st</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**TASK TO DO:**

No:	OOI:	Task:	Start	to	Finish	TWC
1				to		
2				to		
3				to		
4				to		
5				to		
6				to		
7				to		
8				to		
9				to		
10				to		

**OOI** – order of importance.

**TWC** – tick when complete.

**QUOTE OF THE DAY:**

"You will never suppress real talent."  
- Gary Simpson. ([www.motivationselfesteem.com/talk](http://www.motivationselfesteem.com/talk))

31<sup>st</sup> day of MONTH – Day:  Date:

**TIME IN MOTION:**  
[my daily record of planning & achievement]

**INTERRUPTIONS:**

No:	Who:	What:	Start	to	Finish
1				to	
2				to	
3				to	
4				to	
5				to	
6				to	
7				to	
8				to	
9				to	
10				to	

**EFFECTIVENESS FOR THE DAY:**  
[circle your summation of the day]

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

**SPECIAL COMMENTS (IF ANY):**

.....  
 .....  
 .....

## **ACTION PLANNER ACTIVITY SUMMARY :**

Here is where you get to look back on your month and review your efforts and results.

First thing to do is to get an average score of your days. So add up EVERY score on your right hand pages.

A - Enter the number here:

B - Now add up the number of days in the month or, if it was a part month, the number left if you came into the month part of the way through (ie: the number of days you worked).

Enter the number here:

C – Divide B into C.

D – Match that number here:

0	1	2	3	4	5	6	7	8	9	10
ZERO	WASTED	WEAK	POOR	FAIR	AVERAGE	GOOD	V GOOD	POWER	EXCELLENT	WONDERFUL

This now shows you – very clearly – your **AVERAGE** effectiveness through the month for the days you chose.

Next, list the main achievements that you had. You can't list everything or this, in itself will become an onerous and time wasting procedure. That is why I only list ten but you go with what you want. You might only like to list 4 or 5 or 6.

All of this should take only 15 minutes to half an hour or you can review your results while watching one of those **USELESS** TV shows, or in some other "down time."

Then, once you have done that run down the RHS and list the Order of Importance of your achievements.

<b>No:</b>	<b>Achievements:</b>	<b>OOI:</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Now list the THREE most important or satisfying things you have done for the period in order from the list above.

<b>No:</b>	<b>Achievements:</b>
1 <sup>st</sup>	
2 <sup>nd</sup>	
3 <sup>rd</sup>	

## **SPECIAL BONUS SECTION:**

I have to admit that I wasn't going to put this little section in. It just gives away too many of my little techniques and secrets. But... it just seemed so damn appropriate. So, here it is:

### **TASKING:**

We all know people who run to us with all sorts of frivolous requests. You probably have a couple in mind right now, don't you?

These people are PRIME time wasters. Yes, they can probably do most of the things that they sponge off others with anyway. They just need to think and stop being so darn lazy. So, in effect they are really time thieves.

Some time ago I devised a little counter-measure for these people. You see, what they are really doing is putting their time in front of mine and that is just not fair. So I invented something that I have called "tasking." Here is how it works...

... The time-waster/time thief (who can easily be identified from your monthly ACTION PLANNER ACTIVITY summary or simply from the incessant nuisance factor that they are in your life) will soon find another person to pillage time from if YOU find THEM a task to do every time that person asks you to do something for them. Here's an example of how it works...

John: *"Hi (your name). I was wondering if you would run me off a copy of the 50 page report for me? I seem to have lost my copy."*

(YOU): *"Sure, John, but I'm really busy right now and besides I'm completely out of paper right now. If you go and buy some I'll get it done for you."*

This is an example of how you would trade time wasting for... time wasting. In this example we will soon see how serious John is.

When you TASK somebody several times in a row they soon realize that they get a time and energy wasting task in return. After a while they seek out another compliant person – an "OK" person – that is somebody who says "OK" without any counter-measure or counter-task technique to fire back.

Like it? I do. Because it works! Now here is a TIP within this most excellent TIP...

... ALWAYS make your counter-task a bigger and more time soaking task than that of your annoying "friend" (as in the example above).

### **IMPORTANT NOTICE:**

If you would like to read or participate in one of the most informative blogs (weblogs) on Internet Marketing and Business on the world wide web then join me, Gary Simpson, and my friends and colleagues at [www.motivationselfesteem.com/talk](http://www.motivationselfesteem.com/talk).

Alternatively, you may wish to avail yourself of the Alex Jeffreys Internet Marketing Coaching and Mentoring program which I PERSONALLY recommend. You can download your FREE e-book at: <http://www.motivationselfesteem.com/wealthbuilder.htm>

Best Wishes and good planning for all your future projects!

*Gary Simpson*

