

AMPLIFY

Action Guide

“A vision left unplanned becomes a fading pipe dream” ~ RR
Transform your vision into a reality

Why Plan?

Having a well thought out plan does 3 things:

1. It shows you the big picture of how you will move from point A to point B
2. It offers a way to measure progress
3. It builds momentum

Why Plans Fail?

Plans create progress but can also create procrastination. Therefore, it's important to have a plan with *small simple steps*... i.e. few barriers to action. At the same time, knowing your traps can help you overcome them.

3... 2... 1... Action

This action guide will help you breakdown your goals, identify outcomes, and barriers and then schedule them into your calendar so they will get done. So, let's get to action.

Complete this Action Guide for each goal you desire to complete in a 60-90 day period.

First, break down your big steps into simple steps and name each block of steps. Block name is the Goal Name + Step Number i.e. Goal Name – Block 1

Goal: _____

Big Steps	Simple Steps	Block Name
Step 1	1. 2. 3.	<i>Goal Name - Block 1</i>
Step 2	1. 2. 3.	<i>Goal Name - Block 2</i>
Step 3	1. 2. 3.	<i>Goal Name - Block 3</i>

Now, for each simple step, there are 9, what will be your Big Wins for how you measure progress, and Sexy Excuses that will prevent you from action and trap you. When you know your traps you're less likely to fall for them.

Simple Steps	Big Wins: Measure Progress	Sexy Excuses: Know Your Traps
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

Now, it's time to "act". When will you "realistically" work on these steps. This is critical!
We spend hours making to do lists that never get to done.

You have created a flow of 1-2 hour blocks that include little steps which lead to big steps which lead to goals. Decide what day you will work on those blocks i.e. Monday 3-5pm is Fitness Goal-Block 1. Repetitive behavior also allows for momentum to be created and habits to build.

It's up to you how you break down your weeks. You can work on multiple blocks in a week or one block a week. Your choice.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning: 6-11am							
Mid-Day 11-4pm							
Afternoon 4-9pm							
Evening 9-2am							

Lastly, take it to your calendar and schedule in the blocks on the calendar you check most. When you are ready to work on a block, pull out this action guide and start with the simple steps you listed for that block. Keep this Action plan somewhere you can see it so you can know exactly what you will be working on. The less you have to think about what you have to do, the more you'll get done.

**Rinse and repeat this process for each goal you have.
Stick to this process and watch the magic of creation unfold.**