



The Daily Action Plan

Inspir-Action!

by Angela Jia Kim





THE DAILY ACTION PLAN – INSPIR-ACTION!

The Daily Action Plan (DAP) is something that I developed when I was a concert pianist. There was high pressure to learn and memorize music very quickly for performances so I created a system to motivate and inspire myself to move forward. I spent hours in a practice room or was on tour and would go for days without talking to anyone (except after concerts accepting congratulations and signing CDs). Now as a business woman, I see how parallel the careers can be. As founder of Savor the Success, an international organization for women entrepreneurs, the #1 challenge that I hear from business owners is that they feel isolated, alone, and unmotivated to move forward.

As an entrepreneur, you have a million things going on and it can get overwhelming. This Daily Action Plan will help you to get a daily flow going. Sometimes just getting it out on paper is the big sigh of relief that you need to unblock yourself. This system will not only help you to organize your day, if you follow it on a daily basis, you will be surprised at the end of the month how much you will have accomplished. Please keep in touch with me and let me know how your progress is coming along! (Email concierge@savorthesuccess.com.)



Now... let's get going! First things first... print out your new Daily Action Plan, read the philosophy and instructions to each part of it, and get into *Inspir-Action!* mode.

Brain Dump

In the morning when you wake up, do a brain dump of everything you have to accomplish. Go back and take a look at the things that you haven't done in the past few days and re-write what you need to do today. Check off the tasks you've accomplished so that you don't have to deal with them again.

3 Frogs

Write down three things that you know are the most important tasks to achieve that day. They're often the most difficult. I learned this concept from *Eat That Frog!* by Bryan Tracy. The idea is that if you know you have to eat a frog and keep it for the last thing to do, you will dread it all day. And you may not even get it done and procrastinate so that you have to eat *two* frogs the next day. However, if you eat your frog at the beginning of the day, your day will be much more enjoyable knowing that you have accomplished the most difficult part.



It was like that when I knew I had to practice the piano for eight hours in order to get through my repertoire. I started with the most challenging piece because the rest of the day felt like I was cruising downhill. I kept the most enjoyable piece for the end because it was like eating dessert after a tough day.

3 Ships

The concept of the ships came from Chellie Campbell's *The Wealthy Spirit*. The idea is that in the old times, people would send out ships and wait for something to come back to them. Some ships would never come back because they would get wrecked in a storm. Some would come back with food. And some would come back with gold.

The point is that if you don't send out ships, nothing can come back to you.

Conversely, if you send something out on a daily basis, something is bound to come back to you.

Whenever you send out a sales letter or email, that is a ship. When you make a phone call to find a babysitter, that is a ship. When you send out a book proposal, that is a ship. If you send out a lot of ships, something is bound to come back to you.



It's important to send out ships on a daily basis. The ship you send out today may come back to you in a week or it may come back in five years. Send and wait patiently because something *will* come back. Fill out the "3 Ships" section with something – small or big - that you've sent out. When I thumb through my notebook, I always make a huge star next to the ships that have come back to me. Make a big deal when that happens to you because it is the acknowledgement that you have manifested a dream.

Water

Time is like water. Either it runs through your fingers or you can hold it in a cup and drink from it. If you want to have a productive day and get things done, you must think of your schedule like the cup that's holding the water. Sitting down and planning your day for ten minutes in the morning will end up saving you two hours because you have it organized on paper and in your mind. Ultimately, it could save you years down the line because you have a systemized strategy of how you will get things done. So write your schedule down and stick to it as best you can. Things will inevitably get in your way, but at least you have your road map to keep you on course.



One trick is to get an egg timer and put a cap on how much time you spend on each task. If you don't put a cap on a task, that task will actually drag on for much longer than it should. I have noticed that if I give myself a cap of one hour to return emails, it will take me one hour. If I don't put it in the schedule, it either doesn't get done or it takes me all afternoon.

Anchor

How many times have you been interrupted by a phone call or an email when you were doing something important? During those whirlwind days when I have employees asking me a million questions, my daughter asking for her chocolate milk (NOW!) and the phone ringing off the hook, I anchor myself by writing down what I am doing. This is especially helpful when I get distracted and have to come back to what I was doing. It's easy to forget what you were in the middle of doing when get distracted. An anchor keeps you on the right path until you get it done.

Savor the Success

Growing up, I have very fond memories of practicing the piano and violin. I grew up with the Suzuki Method, which was about praise and rewards. The philosophy is that a child should practice daily, like brushing teeth, and get rewarded if s/he



accomplishes certain goals. It became like a game to me, and I looked forward to getting that reward. The side result was that I became very good at playing the piano.

As I got older, my parents dropped the reward system because they saw that I had developed discipline and an inner self motivation to practice regardless. That was a mistake because the drive became so big that I stopped noticing small successes and stopped acknowledging accomplishments.

I see this happening to so many people as they accomplish goals and ignore the smaller successes. This is why it's so important to acknowledge what you've done. I even named my second business "Savor the Success" to remind myself to do just that.

Fill out the "Savor the Success" section to not only reward yourself, but to also remind yourself that you are working hard to enjoy and savor life. Don't get trapped in working so hard that you work to work like I did. That's not what we will remember at the end of our lives. We work toward manifesting our dreams so we can enjoy the lifestyle that we want and create wonderful memories with those we love. Savor the Success!



daily action plan date: _____

BRAIN DUMP:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

ANCHORS:

1. _____
2. _____
3. _____

NOTES:

SAVOR THE SUCCESS:

If I accomplish _____, I get to savor _____.

3 FROGS:

1. _____
2. _____
3. _____

3 SHIPS:

1. _____
2. _____
3. _____

WATER:

8:00 - 9:00

9:00 - 10:00

10:00 - 11:00

11:00 - 12:00

12:00 - 1:00

1:00 - 2:00

2:00 - 3:00

3:00 - 4:00

4:00 - 5:00