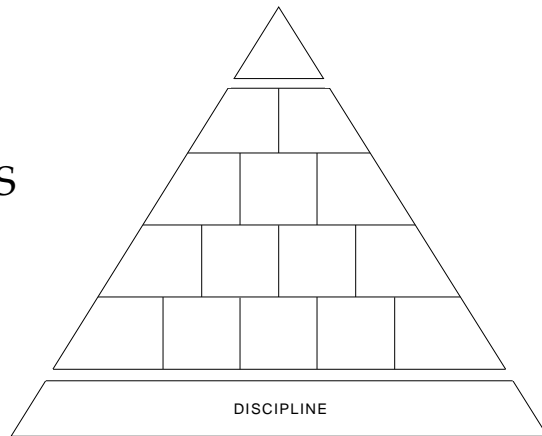


*Chapter 4*

# PLANNING FOR SUCCESS

## THE FIRST INGREDIENT



*"It is impossible for a man to be cheated by anyone but himself"*

Ralph Waldo Emerson

You've heard the old adage, "you can be whatever you want to be." Nice, right? But a more accurate quotation would sound something like this, "you can be whomever you *work* to become."

The goals we seek in life demand work. Those who understand this — and are willing to work hard — are generally the people who succeed. There is nothing secret about success. No magic formula, mysticism, or Irish luck. Success comes from planning, discipline, and execution.

This chapter focuses on the first ingredient of success: planning our respective goals and tasks. Planning is the direction we set to achieve our objectives. Architects plan before they hire someone to build a house. They design blueprints that illustrate step-by-step tasks that the contractor must undertake to build the dream house for the buyer. Contractors could build a house without a blueprint. But what would the final product look like? Possibly a structure unlike what the buyer envisions and desires.

This example also applies for goals. The planning phase becomes our *architectural blueprints* that detail in a step-by-step fashion the tasks to achieve a desired effect or outcome. We begin by segmenting the planning ingredient into three phases:

Planning Phase (1): Forethought of our objective or life achievement.

Planning Phase (2): The plan of action - goals, benchmarks, and tasks - that we must undertake to achieve the objective.

Planning Phase (3): Recognition of benefits.

Let's briefly review each component.

### **Planning Phase (1): Forethought**

What is your objective or life achievement? What do you want to do with your life? Do you have a financial goal that you want to achieve? What kind of a career are you going to have? We all have personal achievement goals; whether marrying someone rich, starring in a blockbuster movie, or perhaps climbing the corporate ladder of a Fortune 500 company. Goals make up our dreams, wishes, needs, and desires.

Remember Dave Mansfield, our ambitious young man introduced in the first chapter? He began his planning process by identifying the single thing that he wishes to accomplish — being elected the President of the United States. That 'thing' becomes his life objective and is placed in the pinnacle section of the Justwyn Model illustrated earlier. The objective becomes the vision representing what you want to become or to achieve.

### **Planning Phase (2): The Plan of Action**

Dreams will remain dreams unless you act. If you dream to become a professional baseball pitcher, your plan of action requires that you eat, drink, and sleep professional baseball and pitching. You will awake early in the morning to pitch. You will rush home early from school to pitch. You will skip the neighborhood games to pitch. You will expense many hours day and night pitching, pitching, pitching to get you from point—here (the dream) to point—there (the mound at Yankee Stadium).

Designing a correct plan of action requires that you first identify the goals that will accomplish the objective. Then you prioritize the goals so that lower goals help achieve successive goals. Referring back to our young baseball pitcher, most people would advise this young man to practice, practice, and practice. Practice is an important goal — and is rightfully the most important goal that will achieve the young man's objective. But there are other young men throughout the world who will also practice and will be competing for the limited positions available in the big league. There are many other important goals required to make the big league. Can you identify them? Once identified, how should these goals be prioritized? Which goals will best support goals on a different achievement level? Identifying and prioritizing these goals are important concepts in the planning process.

### **Planning Phase (3): Recognition**

The third and final component of the planning phase is recognizing the benefits. Why do you want to achieve this goal? What are you achieving? For example, a goal to run one mile each day should give you a more active body. A goal to read the Wall Street Journal each morning should develop a better business-educated mind. A goal to write each day should increase your articulation of ideas. Are these the benefits that you

expect and want? If yes, you need to recognize them. These anticipated benefits become the driving forces that prompts you to work. If no, then your plan of action is not achieving the desired outcome and you may need to revise your plan.

With these concepts in mind, let's now turn to the Justwyn Model to illustrate how to use these three components — forethought, plan of action, and recognition — to plan your path to success. The planning process breaks down as follows:

Planning Phase(1): Forethought

- Defining the Objective.
- Completing a strength, weakness, opportunity, and threat analysis (SWOT).

Planning Phase(2): Plan of Action

- Defining and prioritizing the goals, benchmarks, and tasks that will achieve the objective.

Planning Phase(3): Recognition

- Recognizing the benefits from achieving each goal and benchmark.

## **PHASES OF THE PLANNING PROCESS**

### **Using the Justwyn Model for Planning Goals, Benchmarks, and Tasks**

#### **Planning Phase(1): Forethought**

The steps to complete this planning phase include the following:

- a: Define the objective, or your life achievement (completed in Chapter 2).

b: Analyze your strengths, weaknesses, opportunities, and threats (SWOT analysis).

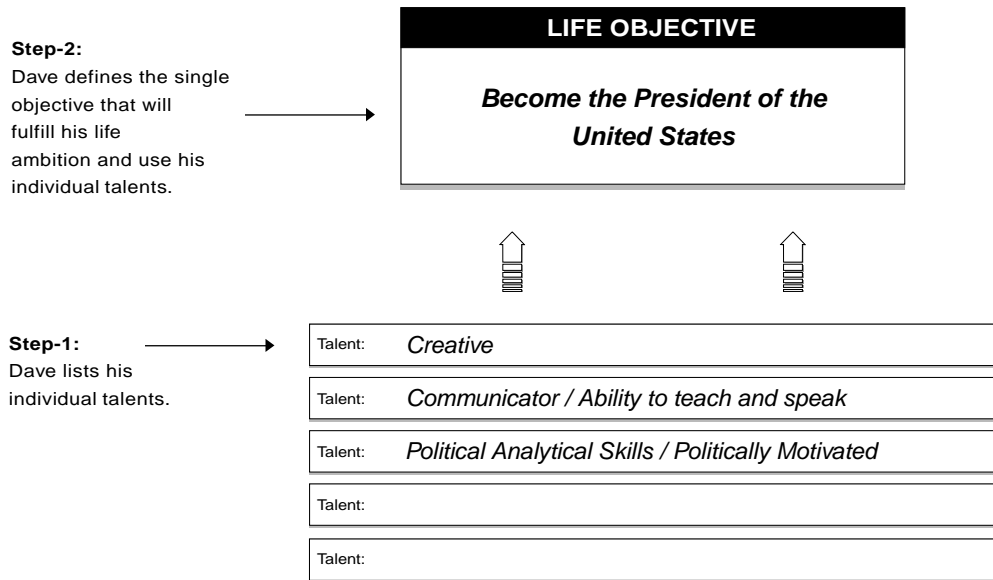
The first step of this phase is answering the question, *"What are you striving to achieve?"* *"What are your dreams?"* You may have several objectives. That's okay. But if you collected your dreams and merge them into one single objective, what would that objective be?

For example, say you plan to drive from New York City to Los Angeles. Los Angeles may be the end (life) objective; but along the way, you plan to visit sights in Cleveland, Chicago, St. Louis, Denver, Salt Lake City, and Las Vegas. We take similar trips through life. We may want to go from Point-A to Point-Z. But along the way, we also may reach various points that make us smarter, richer, more famous, better looking, etc., before we actually achieve our life objective.

You begin defining your life objective by using the Justwyn Model: Defining the Objective as diagrammed on the next page. You can locate this form in the Appendix as Form-A. Your first step is to list your individual talents that set you apart (you completed this exercise in Chapter 2). Let's work with Dave Mansfield to complete this form. Dave's talents include his political analytical skills, communication skills, and creative skills. He lists these talents on Appendix Form-A as diagrammed on the next page.

Dave moves to Step 2 and defines his life objective. More than anything else, he wants to become the President of the United States. He enjoys political thought and discussion; he enjoys political management; and he enjoys the status that the office will bring. Dave believes he has the talents and skills to achieve this life objective.

**Justwyn Model:  
Defining the Life Objective**



After you define your life objective, move to the second part of the planning phase and complete a personal SWOT analysis (analyzing your S:Strengths-W:Weaknesses-O:Opportunities-T:Threats). You can use Appendix Form-B to complete this exercise. A SWOT analysis helps you to analyze your skills, knowledge, leverage with other people, competition, environment, personal idiosyncrasies, and so forth so that you can set the goals and character traits that will offset any imposing obstacles or threats.

Dave Mansfield wants to become the President. But after some disappointing starts, he has decided to re-map his strategy. The SWOT analysis will help him put together a plan by identifying the goals that capitalize on his strengths and opportunities; and equally important, develop the goals and character traits that will overcome his weaknesses and threats.

Dave begins his SWOT analysis by analyzing his strengths and weaknesses. He first list his skills, experience, and knowledge. Many of these strengths include his individual talents. Dave is intelligent, analytical, creative, and a good communicator. All are necessary ingredients of a prominent politician. But on the opposing side, Dave lacks wealth, name recognition, leadership skills, deal making skills, and key important social skills. These traits and attributes impeded his progress. His lack of leadership and deal-making skills allowed more talented people to take advantage of him. Nobody cared for his articulation, honesty, and intelligence. He was stepped upon by more forceful people who, like him, are seeking the same White House address.

After analyzing his strengths and weaknesses, Dave reviews the opportunities that can become his advantage. He knows the "inside the Washington Beltway" as well as anyone. Leveraging his father's contacts could help build credentials among people that know his character best. Also, Dave's family is well liked in his small,

<b>SWOT Analysis</b>	
<b>Strengths</b>	<b>Weaknesses</b>
<ul style="list-style-type: none"> <li>• <i>Honest . . . Decent . . . Integrity</i></li> <li>• <i>Good Reader</i></li> <li>• <i>Very articulate in Speech</i></li> <li>• <i>Very Creative</i></li> <li>• <i>Good Communicator</i></li> <li>• <i>Analytical</i></li> <li>• <i>Intelligent</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>No Wealth</i></li> <li>• <i>No Name Recognition</i></li> <li>• <i>Lack of Leadership Skills</i></li> <li>• <i>Lack of Deal Making Skills</i></li> <li>• <i>Lack of Negotiating Skills</i></li> <li>• <i>Lack of Discipline</i></li> <li>• <i>Lack of People Skills</i></li> <li>• <i>Reserved</i></li> <li>• <i>Non-Aggressive</i></li> </ul>
<b>Opportunities</b>	<b>Threats</b>
<ul style="list-style-type: none"> <li>• <i>Knows Washington Politics</i></li> <li>• <i>Connections in Congress</i></li> <li>• <i>Well-Known Family Name in Community</i></li> <li>• <i>Grandfather's Strength</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>More Talented Candidates</i></li> <li>• <i>Bigger Names in Politics</i></li> <li>• <i>Political Dishonesty</i></li> <li>• <i>Power of Money</i></li> </ul>

Virginia community. Perhaps his political career should begin in a smaller setting. His grandfather was once a town official. Grandpa could certainly offer political points, and some votes, in Dave's quest for grass-roots political experience.

It is important that Dave identifies the people who can help him in his quest. These individuals may be his best opportunities. For you personally, it may be the lending officer down the street who finances your new business, it may be the coach that helps in your training, or it may be the philanthropist that jump starts your campaign. Behind every success story are people who lent a hand, prompted an idea, and financially supported the achiever. Look to people to help achieve your goals and list them in your personal SWOT analysis. Much like Dave has done by listing his family's connections.

Dave certainly has some great opportunities to exploit, but there are more imposing threats that can negate any advantage he now has. Dave faces threats from some big-name politicians, lawyers, academicians, etc., who are seeking the same prize. A Rockefeller or Kennedy name, for example, could swipe Dave completely from the political stage. There is also the dirty politics of money and corruption. These threats become strategic issues that Dave must find a way to negate an opponent's advantage.

Dave's SWOT analysis is now complete — *for now*. He will continue an on-going SWOT analyses as he works through his goals to keep him on a corrective course of action. Dave will now use the SWOT analysis to shape his goal plan.

You will complete a similar SWOT analysis by completing the following steps:

- 1) Define your objective. What single accomplishment are you trying to achieve?



- 2) Identify personal strengths that will help you achieve the objective.
- 3) Identify weaknesses that could hinder your achievement.
- 4) List the opportunities that may help you achieve the objective.
- 5) Identify the current and foreseeable threats that could block your achievement.

Your completion of a SWOT analysis will help you plan the goals and tasks that will overcome your weaknesses and threats, and likewise pinpoint goals and tasks that utilize your strengths and opportunities. The SWOT analysis is a planning tool for constructing your personal Justwyn Model in the next section.

### **Planning Phase(2): Developing the Plan of Action**

The second phase of the planning cycle identifies and prioritizes the goals, benchmarks, and tasks required to achieve the objective. You will use three different Justwyn Models to complete this phase. These models are identified below:

Level (I) — the Justwyn Model *for goal planning*.

Level (II) — the Justwyn Model *for benchmark planning*.

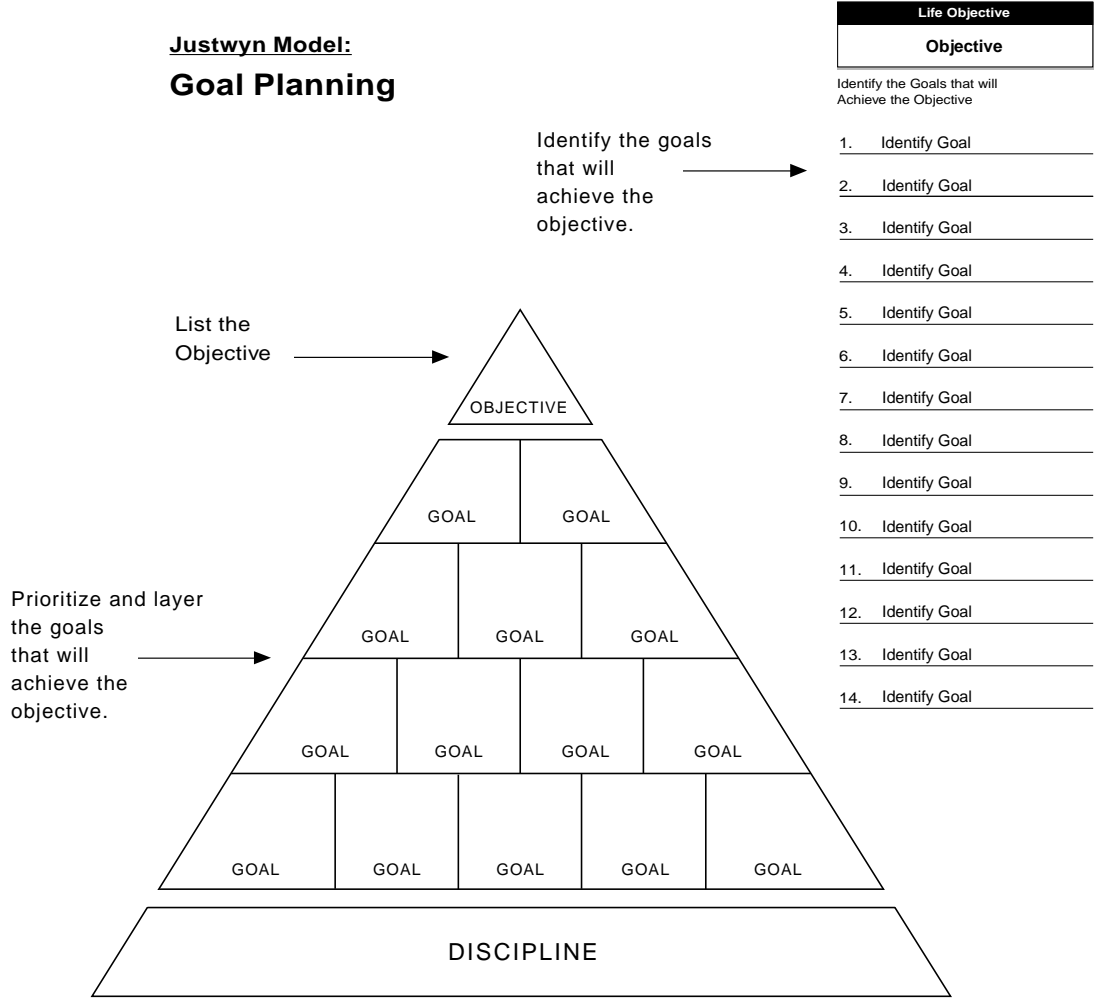
Level (III) — the Justwyn Model *for task planning* .

We can summarize these Justwyn Models graphically as follows:

#### **Level I: Goal Planning**

Define and write the objective in the pinnacle section of the Justwyn Model. Then identify, prioritize, and arrange in hierarchical layers the goals that will achieve the objective.

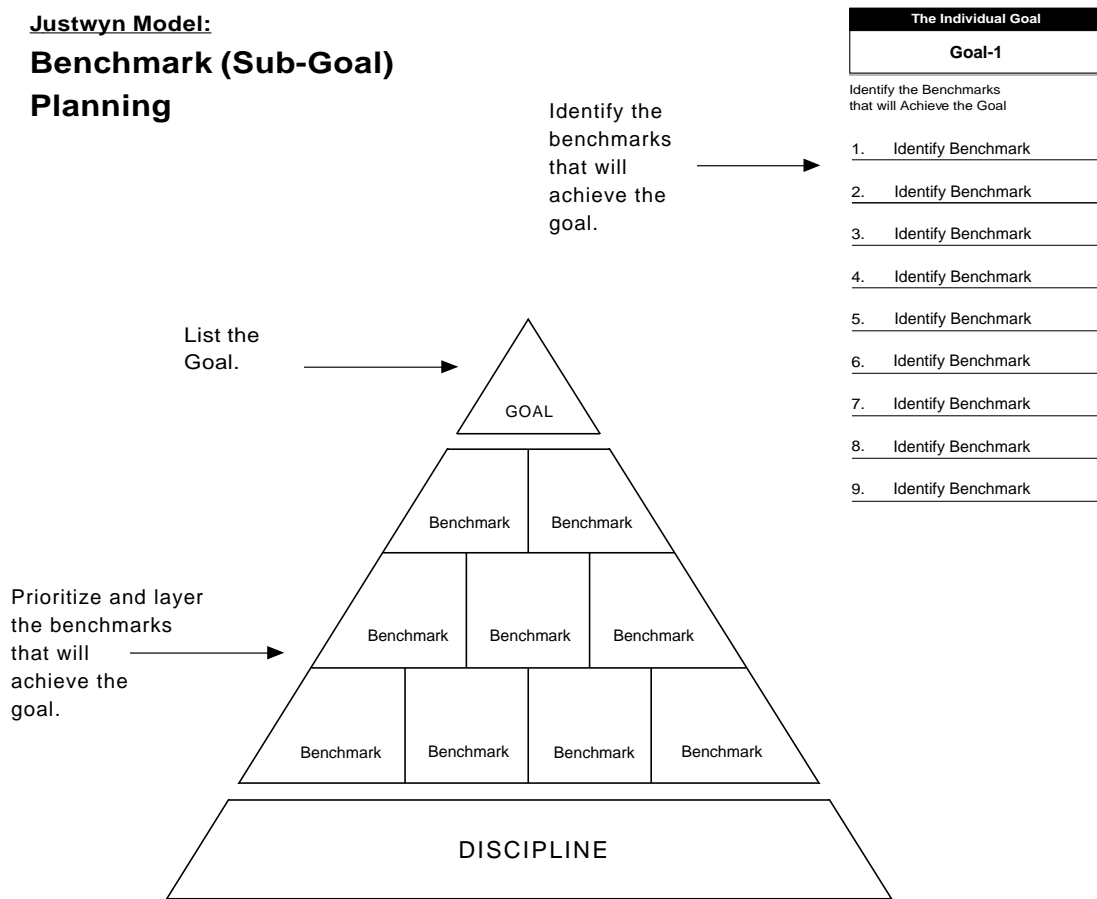
**Justwyn Model:  
Goal Planning**



**Level II: Benchmark Planning**

Take each respective goal from Level (I) and identify, prioritize, and arrange in hierarchical layers the benchmarks (or sub-goals) that will achieve the goal.

**Justwyn Model:**  
**Benchmark (Sub-Goal)**  
**Planning**




**Level III: Task Planning**

List the major task(s) that will achieve each respective benchmark. You will complete this planning step in Chapter 12 when you assign goals and benchmarks for execution. In this chapter, I will demonstrate how this is done.

**Justwyn Model:  
Major Task Planning**

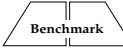
**TASK ASSIGNMENT SHEET**

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Goal

Goal-1




Benchmark

Benchmark-1

Major Tasks

- Identify Major Task \_\_\_\_\_
- Identify Major Task \_\_\_\_\_
- Identify Major Task \_\_\_\_\_
- Identify Major Task \_\_\_\_\_
- Identify Major Task \_\_\_\_\_

Recognize Recognize the Accomplishment



Benchmark

Benchmark-2

Major Tasks

- Identify Major Task \_\_\_\_\_
- Identify Major Task \_\_\_\_\_
- Identify Major Task \_\_\_\_\_
- Identify Major Task \_\_\_\_\_
- Identify Major Task \_\_\_\_\_

Recognize Recognize the Accomplishment

Identify the major tasks that will achieve the benchmarks or sub-goals.

Recognize the benefits.

We begin with Level (I) by writing the objective in the pinnacle section of the model. Let's help Dave Mansfield with his goal planning to illustrate these concepts — you will use this similar process in designing your own plan. His objective is to become the "President of the United States." We will use the Justwyn Model *for goal planning* (Appendix Form-C) to complete this step. You can make a photocopy of the form; or scan/design the form into your computer for personal printing.

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After writing the objective in the model's pinnacle, we turn to the SWOT analysis completed earlier to identify the goals that will achieve the objective. You may stumble a little on identifying all of the goals required to achieve your objective. Remember, however, that the goals, benchmarks, and tasks identified in your plan will change as you progress through your plan. So to begin this process, try to strategically think of the goals that will best achieve your objective with the understanding that some of these goals may change later.

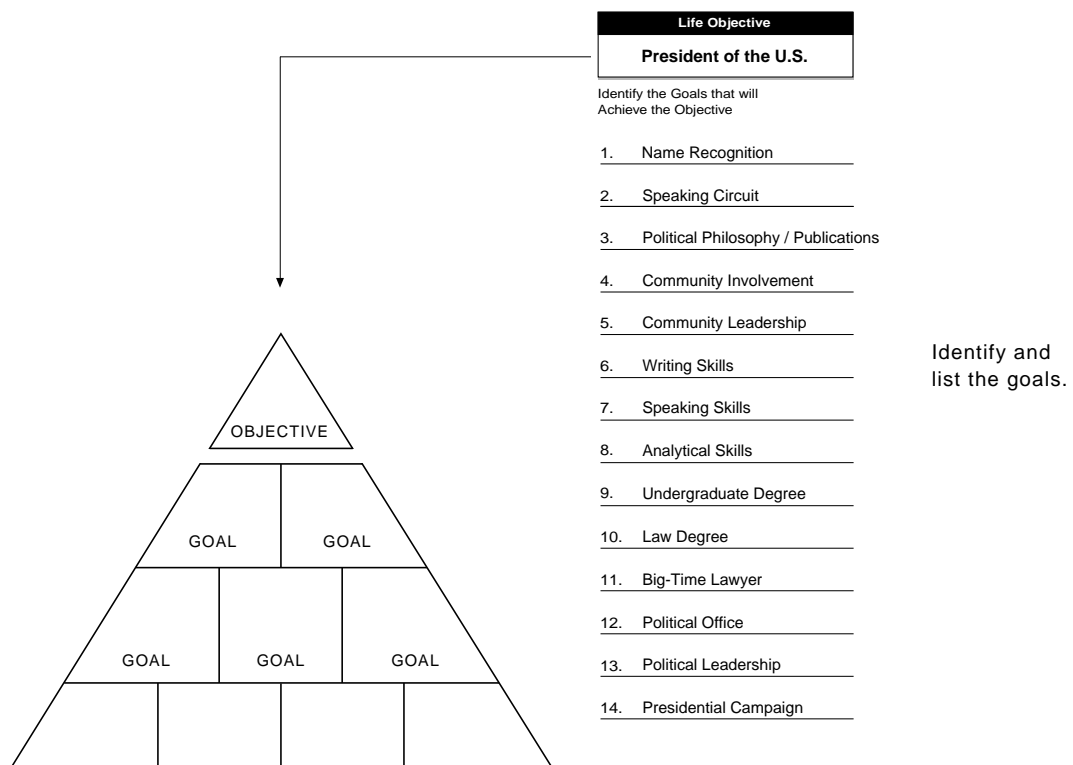
For Dave Mansfield, for example, we find from his SWOT analysis that Dave lacks name recognition. He has no wealth, no family name, and no great accomplishment to date that will propel him above many other better-known candidates. So the goal, "*Name Recognition*," becomes an important goal that Dave will need to achieve.

We find after reviewing Dave's strengths that he has communication skills like public speaking and writing. These two skills allow him to present ideas in front of audiences that could qualify him as bona fide presidential prospect. What Dave needs is the opportunity to speak before groups and more importantly, the platforms to present his arguments. So the goals, "*Speaking Circuit*" and "*Political Philosophy/Publications*," become two additional goals that will go into his plan.

The opportunities living in a small Virginia community offer an important platform to launch Dave's political career. He should therefore place "*Community Involvement*" and "*Community Leadership*" as two other important goals.

All of these goals identified — *name recognition, speaking circuit, political philosophy/publications, community involvement, and community leadership* — require support from less recognizable goals, such as the development and enhancement of his *writing skills, speaking skills, analytical skills* and his achievement of a *undergraduate and law degrees*.

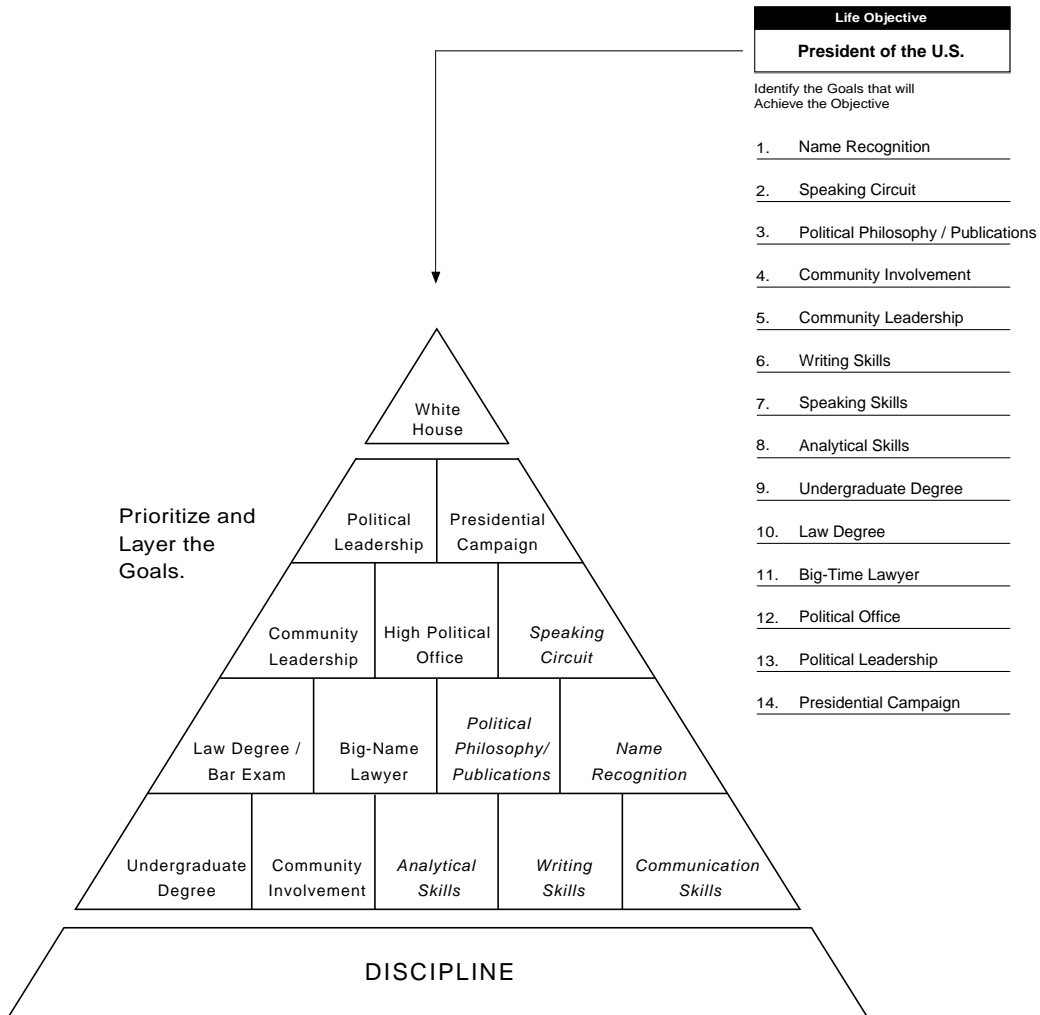
These and other goals such as *big-time lawyer*, *political office*, *political leadership*, and *presidential campaign* complete Dave's identification of goals. He lists them using the Justwyn Model for goal planning illustrated below:



Remember that the goals listed are not set in stone. They can change later in life when other opportunities materialize. What Dave now has is a framework to begin his travel to success.

The number of goals that will achieve your objective may vary depending on the complexity of the objective. Note that having too few goals may not encompass everything that will achieve your objective. And having too many goals may lose sight of what you are seeking to accomplish. Try to limit your identification to a maximum of 14 goals.

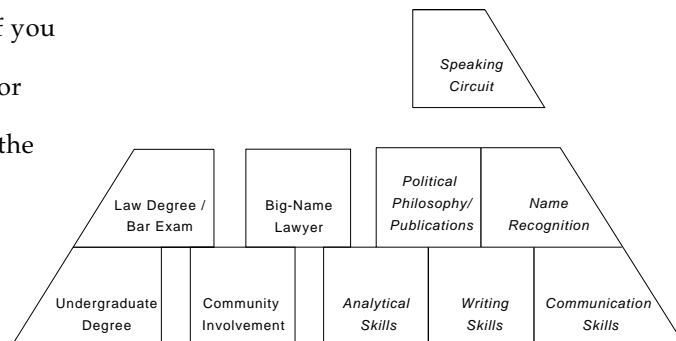
Your next step after defining the goals is to prioritize them in hierarchical layers using the Justwyn Model for goal planning. Prioritizing your goals is a ranking process that forces you to achieve goals in hierarchical order. For example, Dave will need to develop and achieve the goal *Writing Skills* before he can successfully achieve his goal *Political Philosophy/Publications*. Likewise, he will need to complete the goal *Undergraduate Degree* before he can pursue the goal *Law Degree / Bar Exam*. These two goals, including three others — *Community Involvement*, *Analytical Skills*, and *Communication Skills* — are generalized goals. Dave places them on the bottom layer of the model to support the more specialized goals higher up the hierarchy.



The process basically requires that the first layer of goals will need to be achieved, or partially achieved, before you can *effectively* achieve the goals on the second layer. And likewise the second layer of goals will need to be achieved, or partially achieved, before you can *effectively* achieve the goals on the third layer, etc. The key word here is *effectively*. Once you feel you have *effectively* achieved goals on one layer, you work to achieve the goals on the next layer. This achievement process is much like building a pyramid — you start by building the first layer, second layer, third layer, etc., until you reach the pinnacle of the pyramid.

How you arrange the goals on each layer of the model depends on whether a goal directly supports a goal on a successive layer. The goal *Undergraduate Degree* directly supports the goal *Law Degree / Bar Exam*. Therefore, we place *Undergraduate Degree* as a supporting goal directly beneath the goal *Law Degree / Bar Exam*. Likewise, the goals *Analytical Skills* and *Writing Skills* directly support the goal *Political Philosophy/Publications*; and the goals *Writing Skills* and *Communication Skills* directly support the goal *Name Recognition*. As you work up the model, the goals *Political Philosophy/Publications* and *Name Recognition* directly support the goal *Speaking Circuit*, and so forth. This arrangement sets the order on how you should achieve success.

The number of goals required to achieve the objective may vary; meaning that you may have more or less than 14 goals. If you have less than 14 goals, leave one or more stones blank near the top of the pyramid, or merge the stones together as illustrated later in this chapter. If you identify more than 14 goals, com-





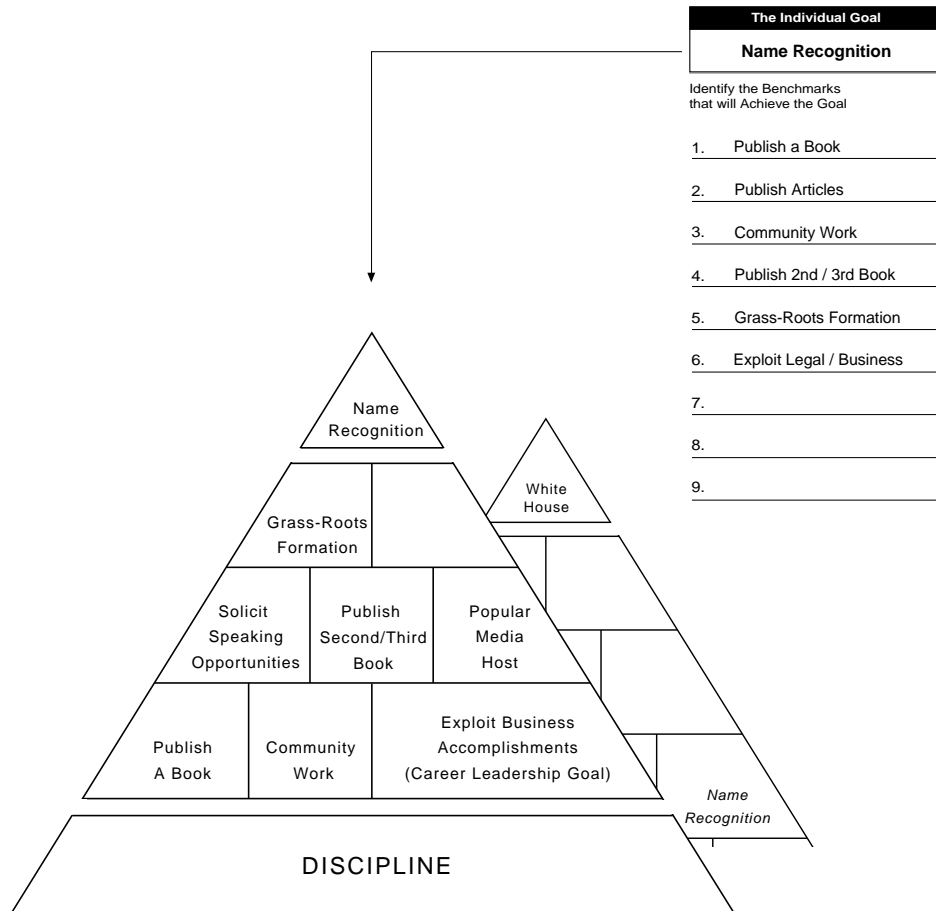
bine a goal with another goal. Try to arrange the stones (goals) to form a perfect pyramid.

Note that some of the goals in the model are *continue-in-progress* goals (italic depiction). *Continue-in-progress* goals are goals that are continuously being developed. They have no definite end. The goal *writing skills* is a prime example. The goal will always be worked on, perhaps with less intensity, as you work up the model. College education, on the other hand, is a goal that finishes when you receive your degree — there is nothing new to be achieved. The goals that you identify as *continue-in-progress* goals is your call.

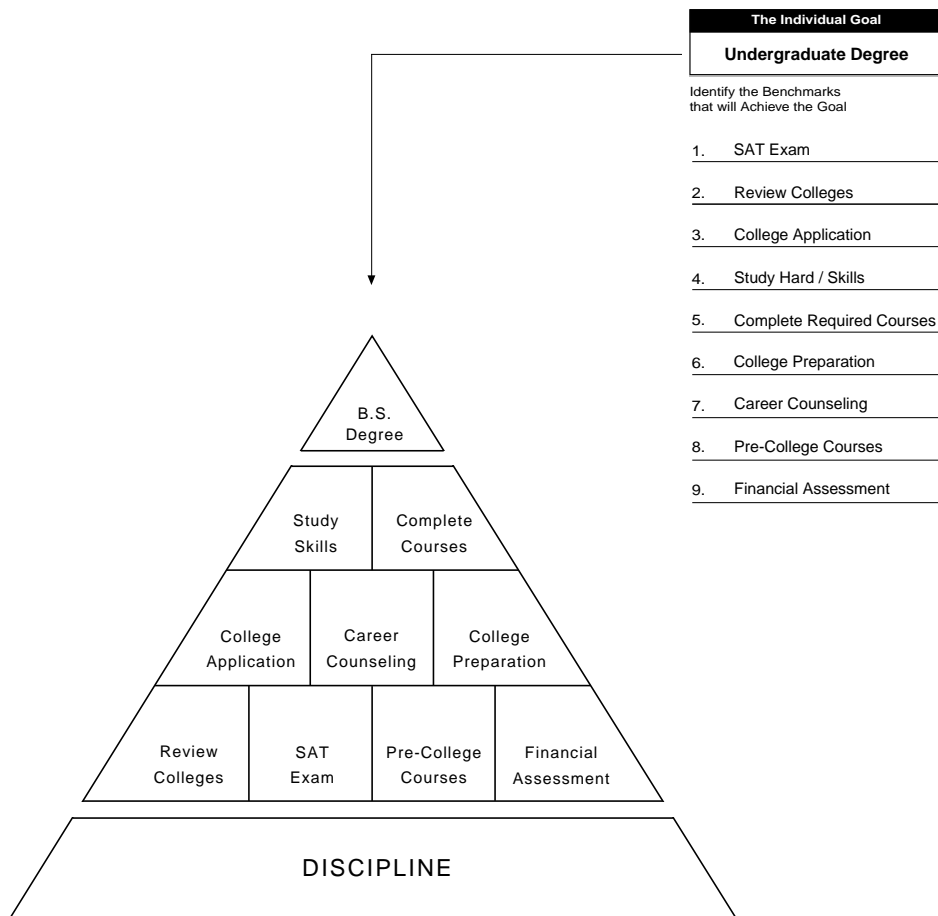
We are now ready to move to Level (II) of the planning model. Level (II) takes each goal identified in goal planning process, and using the Justwyn Model *for benchmark planning* (Appendix Form-D), it places the goal in the pinnacle section of the second model as shown. The Justwyn Model for benchmark planning works exactly like the Justwyn Model for goal planning. You will identify, prioritize, and arrange in hierarchical layers the benchmarks (or sub-goals) that will achieve the respective goal.

For example, one of Dave Mansfield's goals identified in the last exercise is building name recognition. How does one build a popular name that millions across the country will recognize? For starters, Dave could write and publish a book. Though not an easy feat by any means, yet publishing a book is a valuable benchmark that can help him achieve other important benchmarks such as speaking circuits, publishing, and starting grass-root campaigns. Dave certainly won't become a household name with this plan. But given his limitations (meaning that he is not pursuing a movie-screen career), the benchmarks identified and prioritized in the model above will begin to build the name recognition he needs.

You could probably identify other benchmarks that will best achieve the goal *name recognition*. By all means, use these benchmarks in your plan. That is the strategic objective of the planning methodology: forcing you to strategically think, identify, and prioritize the benchmarks that will achieve a particular goal. You are designing a methodology that will guide you to success.



Try to limit your selection of benchmarks to nine. You will prioritize and layer the benchmarks the same way you prioritize and layer the goals previously discussed. Let's take Dave's goal plan and complete a Justwyn Model for *goal planning* for the five goals on the first layer of his plan.

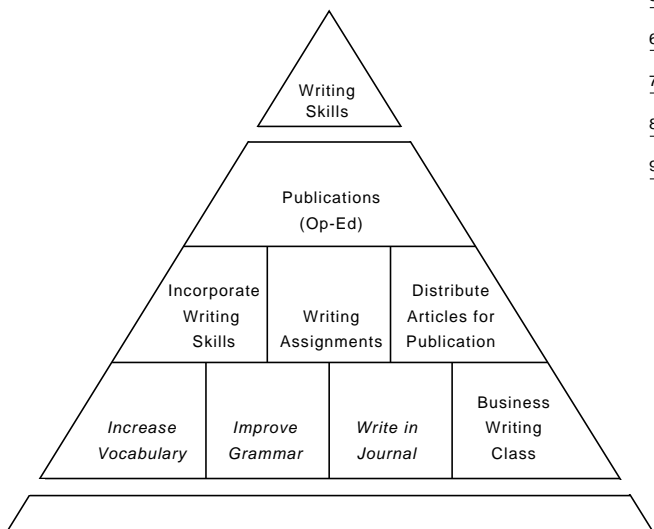




**The Individual Goal**  
**Writing Skills**

Identify the Benchmarks that will Achieve the Goal

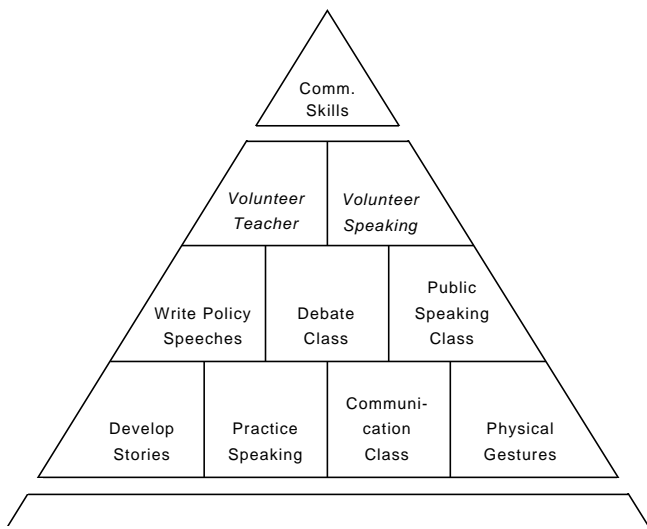
1. Practice Writing in Journal
2. Business Writing Class
3. Writing Assignments
4. Incorporate Writing Skills
5. Distribute Articles
6. Publication
7. Increase Vocabulary
8. Increase Grammer
- 9.



**The Individual Goal**  
**Communication Skills**

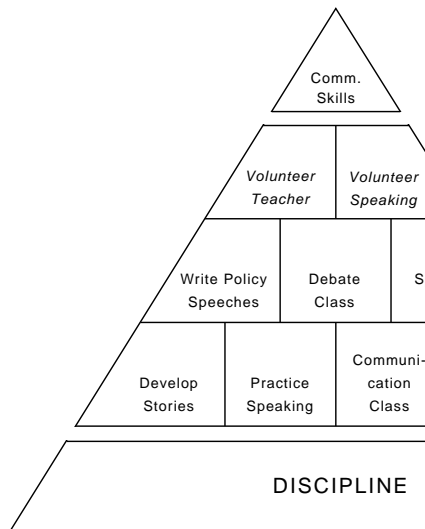
Identify the Benchmarks that will Achieve the Goal

1. Communication Class
2. Practice Speaking
3. Public Speaking Class
4. Debate Class
5. Physical Gestures
6. Develop Stories
7. Write Policy Speeches
8. Volunteer Teachers
9. Volunteer Speaking



**Note:** you may want to limit your benchmark planning to those goals that you will be currently working on. There is no need to plan for benchmarks that will be worked on later — especially for those goals further up the model. We will discuss in more detail timing and execution of your goal plan in Chapter 12.

After you identify and prioritize the benchmarks for a goal(s), you next move to Model Level (III) and identify the major tasks that will achieve the respective benchmark. The tasks become the plan of action, or the nitty-gritty “to do’s” that achieve individual benchmarks. The number of tasks needed to complete the benchmark may vary by the complexity of the benchmark. This planning process will be explained



<b>TASK ASSIGNMENT SHEET</b>	
	Communication Skills
	Practice Speaking
Major Tasks	<ul style="list-style-type: none"> <li>• Pretend making a speech while _____ commuting to school / work. _____</li> <li>• Spend 5 minutes before bed in _____ front of mirror going over a _____ prepared speech. _____</li> </ul>
Recognize	_____
	Communication Class
Major Tasks	<ul style="list-style-type: none"> <li>• Review and Register for a _____ Communication Class at School. _____</li> <li>• Register for Public Speaking _____ Courses and/or Public Speaking _____ Opportunities. _____</li> </ul>
Recognize	_____

further in Chapter 12 when we discuss the execution ingredient for success. You will use the Justwyn Model *for task planning* (Appendix Form-J) to complete this exercise.

You may be asking how to accomplish all of these goal-benchmarks-tasks in a limited 24-hour day? The answer can be found using the execution ingredient that will be discussed in Chapters 12-13. The execution ingredient plans the number of goals, benchmarks, and tasks that need to be achieved within a specified time span. Your mission at this stage of the planning process is to develop a plan that you can begin working with. A trip of a thousand miles begins with one step. Your trip to success likewise begins with the first task, benchmark, and goal. Remember that the tasks achieve the benchmark — benchmarks achieve the goal — goals achieve the objective — and the objective achieves success. You now have a planning methodology that gives you an advantage over others who fail to plan properly.

### **Planning Phase(3): Recognition**

Planning Phase (3) is the last phase in the planning process. The steps required to complete this phase include the following:


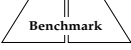
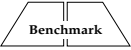
- a: Review the goals, benchmarks, and major tasks.*
- b: Recognize the benefits that you want to achieve.*

Recognizing the expected benefits motivates us. The Olympian visualizes himself winning the gold medal. The would-be actress sees herself receiving an Oscar. Our friend Dave imagines his hectic schedule inside the White House. These benefits become a force that prompts us to work . . . work . . . work.

The grand picture of getting the "Oscar," for example, are macro-benefits. Macro-

benefits paint the picture of success. They are the reason why you seek the objective. However, there are micro-benefits that are equally important. When you list your goals, benchmarks, and tasks that will achieve the ultimate benefit, e.g.; winning the Oscar, you need to identify the little benefits that inch you to your dream, e.g.; like getting your first acting job.

Micro-benefits are those accomplishments that come when we achieve individual tasks, benchmarks, and goals. Micro-benefits can motivate us when we recognize positive changes. They also gives us accountability. Accountability means analyzing whether you are achieving the desired benefit. You will make changes to your plan when these benefits fail to materialize.

<b>TASK ASSIGNMENT SHEET</b>	
	<u>Communication Skills</u>
	<u>Practice Speaking</u>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>• Pretend making a speech while _____ commuting to school / work. _____</li> <li>• Spend 5 minutes before bed in _____ front of mirror going over a _____ prepared speech. _____</li> </ul>
Recognize	<u><b>Articulation / Ease of Delivery</b></u>
	<u>Communication Class</u>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>• Review and Register for a _____ Communication Class at School. _____</li> <li>• Register for Public Speaking _____ Courses and/or Public Speaking _____ Opportunities. _____</li> </ul>
Recognize	<u><b>Ease in Public Speaking</b></u>

Take the goal, *Communication Skills*, and its benchmark, *Practice Speaking*, from our earlier examples. What benefit should you recognize when you complete the tasks for this benchmark and goal? You should note the development of articulation, the delivery of issues, and the increased ability to captivate an audience. By noting these and other developments, you are measuring whether the tasks completed achieve the desired effect.

You can use the Justwyn Model for task planning (Appendix Form-J) to complete this step as illustrated.



Let's review these planning concepts one more time using a different example. Dave Mansfield decides to change his life objective. He displays great athletic ability and is one of the top high school basketball players in the State. His new life objective is to become an NBA superstar. How would you design a goal plan to help Dave achieve this feat?

### **Review of Planning Phase(1): Forethought**

Forethought: What is Dave's objective? What achievement is he trying to make? What are his strengths and weaknesses? Does he have opportunities to exploit (such as personal connections)? Are there any threats that will hinder his success? Answer to these questions will help Dave strategically plan his goals, benchmarks, and tasks.

### **Planning Phase(2): The Plan of Action**

You will use the Justwyn Model to plan the goals and benchmarks that will achieve Dave's objective. The model has three planning levels —

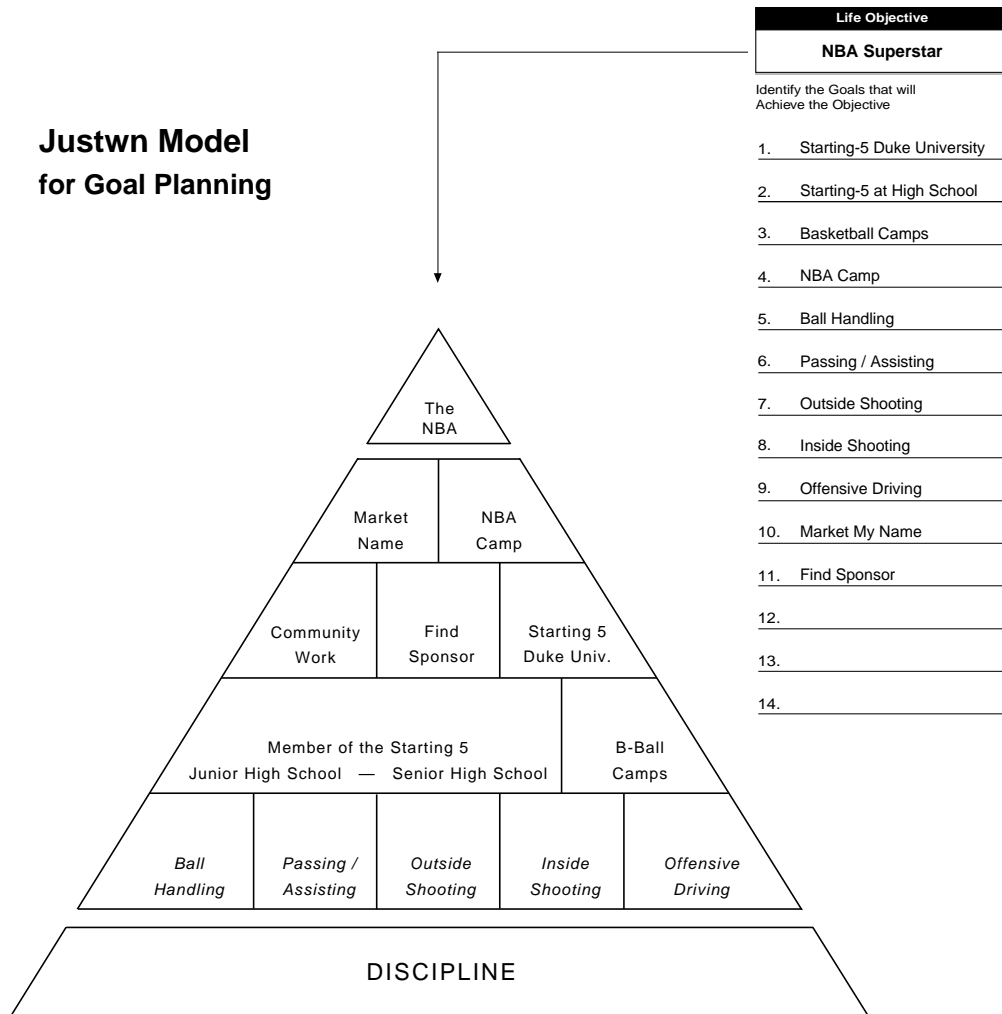
Level (I): The Justwyn Model *for goal planning*.

Level (II): The Justwyn Model *for benchmark planning*.

Level (III): The Justwyn Model *for task planning*.

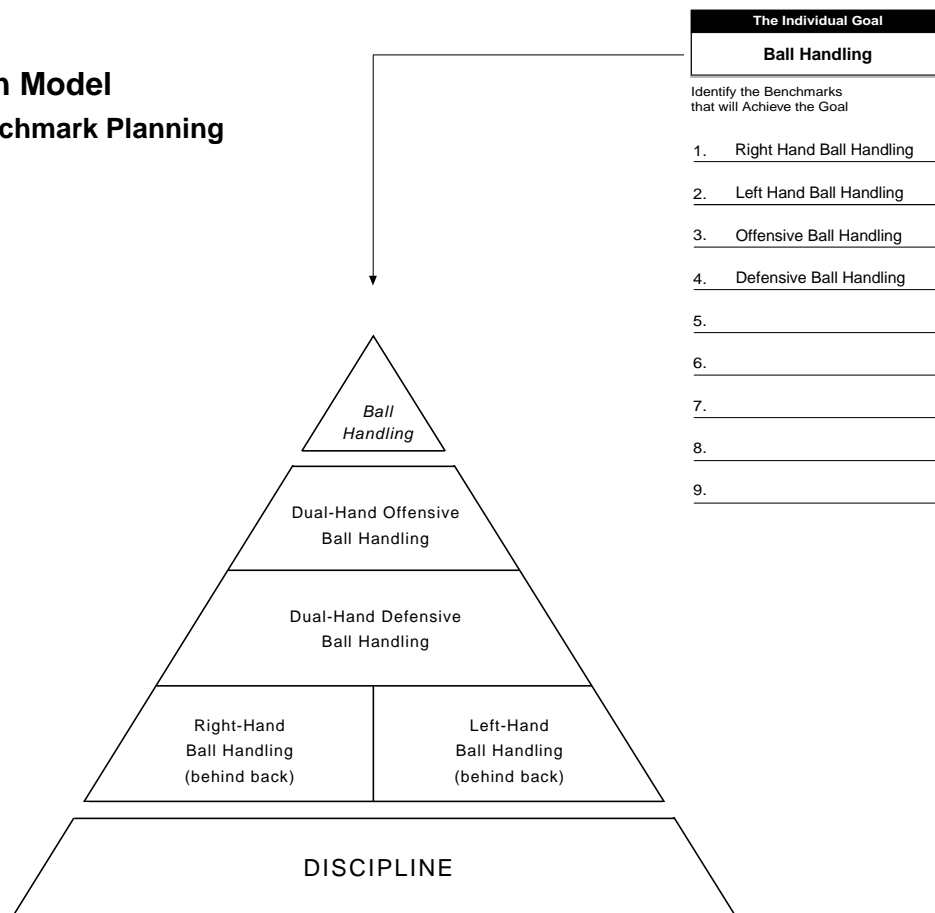
The Justwyn Model *for goal planning* begins at the pinnacle section of the model (Appendix Form-C). Here we write the objective that Dave is seeking to achieve. We then identify the goals that will achieve the objective and prioritize them in the model. Layer the goals in the model so that each goal supports the layer of goals above it.

## Justwn Model for Goal Planning



After you identify and prioritize the goals in the model, move to Planning Level(II), the Justwyn Model *for benchmark planning* (Appendix Form-D). Place each goal in the pinnacle section of the model. Define and prioritize the benchmarks that will achieve that goal.

## Justwn Model for Benchmark Planning



Planning Level(III) uses the Justwyn Model *for task planning* (Appendix Form-J). You will complete this part of the planning process in Chapter 12. For illustration, you will take each benchmark and define the tasks that will achieve the benchmark.

## TASK ASSIGNMENT SHEET



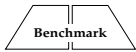
Ball Handling \_\_\_\_\_



Right-Hand Ball Handling \_\_\_\_\_

- Major Tasks
- Spend 30 minutes dribbling with \_\_\_\_\_  
right hand. \_\_\_\_\_
  - In 30 minutes, move ball around \_\_\_\_\_  
using right hand. \_\_\_\_\_

Recognize Ease of Handling with Right Hand \_\_\_\_\_



Left-Hand Ball Handling \_\_\_\_\_

- Major Tasks
- Spend 30 minutes dribbling with \_\_\_\_\_  
left hand. \_\_\_\_\_
  - In 30 minutes, move ball around \_\_\_\_\_  
using left hand. \_\_\_\_\_

Recognize Ease of Handling with Left Hand \_\_\_\_\_

## Justwn Model for Benchmark Planning

### **Review of Planning Phase(3): Recognition**

The final planning phase recognizes the benefits. What are you expecting to achieve? Write that achievement or benefit on the Justwyn Model *for task planning* as illustrated above. This gives Dave a measurement scale to evaluate whether the tasks achieve the desired effect.

This completes our discussion on planning. We now turn to the second ingredient for success: Discipline.

*End of chapter exercise . . .*

In this exercise, you will develop your personal goal plan. The planning process can be completed in three phases.

**Planning Phase (1): Forethought**

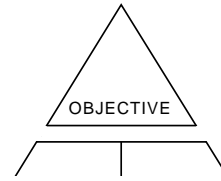
**Step1:** Define your personal objective. Refer to your Justwyn Model *Defining the Objective* that you completed back in Chapter 2.

**Step2:** Complete a personal SWOT analysis (Appendix Form-B). Here you will identify your personal strengths and weaknesses that can help or hinder your achievement of your objective. You will also list any opportunities or threats that give you an advantage or equally impede your accomplishments. Your completion of a SWOT analysis will help you identify the goals in Planning Phase II.

<b>SWOT Analysis</b>	
Strengths	Weaknesses
Opportunities	Threats

**Planning Phase (2): Developing the Plan of Action**

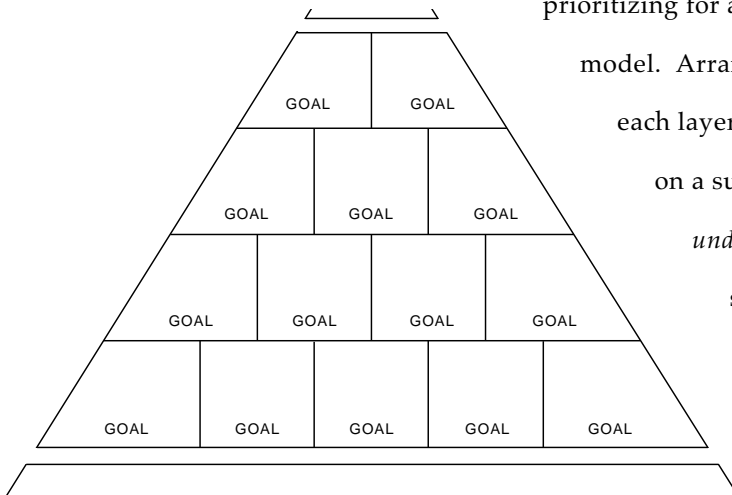
**Step1:** Write your objective in the pinnacle section of a Justwyn Model *for goal planning* as illustrated. You may use Appendix Form-C to complete this exercise.



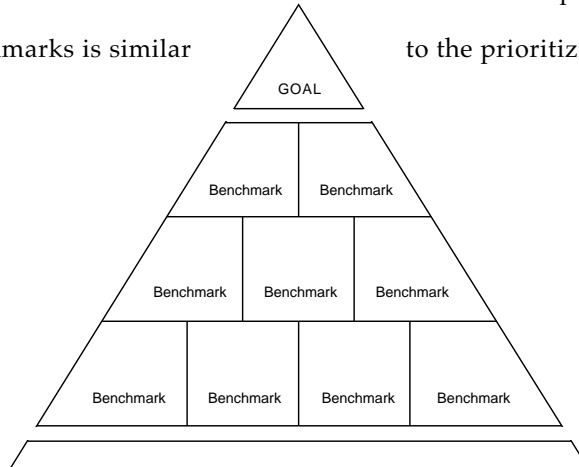
**Step2:** With the help of your SWOT analysis, identify the goals that will achieve your objective. You can use Appendix Form-C to complete this exercise. Think of the goals as steps in a ladder. You must climb each step of the ladder to reach the top of your climb — in this example, the objective.

After you identify the goals, you will need to prioritize and arrange them respectively using the Justwyn Model *for goal planning*. Place the goals that need to be achieved first on the bottom layer of the model. Place the goals that need to be achieved second on the next layer of the model. Complete this


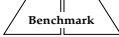
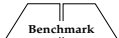
prioritizing for all successive layers in the model. Arrange the goals respectively on each layer if a goal supports another goal on a successive layer; e.g., the goal *undergraduate degree* for example, supports the goal *graduate work* and should be placed underneath it.



**Step3:** Take the first few goals on the bottom layer of your model and identify the benchmarks (or sub-goals) that will achieve each respective goal. You can use Appendix Form-D to complete this exercise. Once you identify the benchmarks for each goal, prioritize and layer the benchmarks in the model. The prioritizing and arranging of benchmarks is similar to the prioritizing of goals.



You may wait until Chapter 12 to complete this step — the identification of tasks. Chapter 12 discusses the execution ingredient of success, which assigns tasks within a defined time period. You will then take each benchmark identified in Step 3 and list the major tasks that will achieve the benchmark. You will use the Justwyn Model *for task planning* to complete this exercise (Appendix Form-J). The tasks are the nitty-gritty "to do's" that achieve a benchmark.

<b>TASK ASSIGNMENT SHEET</b>	
	_____
	_____
Major Tasks	<ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>
Recognize	_____
	_____
Major Tasks	<ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> </ul>

### **Planning Phase (3): Recognition**

**Step1:** Review the goal/benchmark/tasks listed on your Task Assignment Sheet. Recognize the benefit that you want to achieve. Note any advancements that should be made.

Your completion of this exercise will give you a planning model to work with. Review the model thoroughly for changes or additions. You will use this model to design the execution steps that achieve the tasks—benchmarks—goals—objective and success. First we will review three chapters of the discipline ingredient before moving to the execution phase. So hold onto your plan.