**YGT episode 175**

You're listening to. You've got this episode one 75 welcome to, you've got this, a weekly podcast for higher education professionals looking to increase their confidence and capacity for juggling the day to day demands of an academic life. I'm your host, dr Katie Linder. On this episode, I want to talk about some of my planning tools and accountability tools that I'm using in 2020 and I would imagine that some of you, as you're listening to this episode, are still getting around to kind of.

Thinking about what you want to do in 2020 after the holidays, it can be a little bit overwhelming and you need that rest period too. And I just want to say it's not too late. If you're thinking, Oh, we're already two weeks into the new year, it's okay. You can still kind of sit down and review. Act and think about what it is that you think you might want to be doing, so I wouldn't worry too much about that and maybe some of these tools that I'm going to mention today could also be helpful for you too.

Now I should mention there are going to be a bunch of tools. I'm going to talk about a nine unless I think of more as I'm, as I'm going along here. And I'm going to link to a bunch of them in the show notes. Um, but I think it's important to know that I do consider it planning and especially strategic planning to be one of my superpowers.

So, um, if you're like kind of overwhelmed by the amount of tools I'm using, that's okay. Um, and, and I don't expect everyone to use all these different tools. Many of them I built up over time and I'm going to be really clear when I talk about what I've used for a while and what I is like new to me in terms of what I'm trying to use this year.

So don't get too overwhelmed as I'm talking through this. Because, um, this is something that I feel works really well for me. And if just like one or two of these things works for you, that would be great. Okay. So I thought I would start with, um, kind of going from daily to weekly to monthly, to quarterly, to annually and into multi-year, um, because there's so many different things you can do when it comes to planning.

So when it comes to my daily, um, kind of planning tools and accountability practices, um, morning pages, which I have definitely talked about before. This is my, um, daily journal that I write three pages in every morning. And it really allows me to, um, think kind of carefully about how things are going for me.

I look back and see if there's any patterns over time. And, um, it allows me to check in about the stuff that's maybe bothering me that I'm not able to get to in terms of my values or goals, um, or things that just feel misaligned to me. So that's something that I do on a daily basis. And then my daily and kind of weekly planner that I've used now for.

Five years, maybe six years is, um, a product called the get to work book. And I actually have a video on my YouTube channel that kind of goes through how I use the get to work book. So I will post that in the show notes in case you want to take a look. Um, but this is something that I have used very consistently.

It really works for me. It's a very kind of blank slate kind of planner. Um, it doesn't have a lot of color in it. And basically I plan out my week. One week at a time in terms of the to do list that I have on each day, and the way that this planner is laid out is you can basically put in your to do items for any given day.

I don't really put a lot of my appointments in there. I mostly use my digital calendar for that. Um, so this is really just my to do list. And I also do some kind of brainstorming and planning in this planner as well. Um, a lot of people are using this planner. It's pretty popular, so you can find lots of videos, um, of how people are using it.

Um, but this one has been a really effective tool for me. So again, that's the get to work book. Um, and I'll link to it in the show notes. Okay. So next, um, many of you have heard, and because I've mentioned it so many times, it's like I am a, uh, commercial for this product, but I've been starting to use power sheets.

And this is a tool that allows you to do more monthly level planning, but you can also. Focusing on like weekly things you want to be doing and daily things you want to be doing, but it's meant to kind of help you align goals that you're doing on kind of those shorter time periods to bigger values that you have in your life.

Um, so as you can imagine, this is why I love it because you can really tie it in with bigger goals and priorities that you have and then start to break it down into manageable pieces. And all of that is. 100% what I love to do, so I have been using power sheets, um, since probably the middle of the summer.

Um, and then I recently purchased the annual power sheets. I had bought the six month version, I think in like July. And then I reached, recently purchased the annual version for 2020. And really enjoy it. And several of my clients have purchased this too, so it's fun to kind of be able to work through that together.

The other thing I've started to do that's kind of a newer practice for me with power sheets is I've been doing monthly to do lists because there's some blank pages in the power sheets that you can kind of do whatever you want with them. And, um, it's been helpful for me to think about kind of the bigger projects or the things that I just need to move forward in the month.

As kind of a monthly scale. So instead of looking at daily or weekly, really looking at the month and saying, okay, what do I need to get done this month? Um, and then that lets me break it down further into like when I'm actually going to be able to finish those things in each week of the month or in certain days of the month.

Um, but that's something that I'm going to be actually sharing on my blog this year is what my monthly to do lists look like. Um, and it won't be exhaustive, but I think it's a helpful thing to kind of think about it. At that level of scale is what are the things you're kind of trying to get through in the month period?

Okay. So the fourth tool that I'm using, um, and this is something that I kind of transitioned this year, is I'm using a monthly calendar. It's one that I just got at target. So all it is is just every month of the year, um, in, in relatively like large squares. Each day is a relatively large square so that I have some room to write in.

And I'm using this monthly calendar as a content calendar to brainstorm what I'm writing on the blog and what I'm. Releasing in the podcast and when I have release schedules for coach to coach and make your way, and I wanted a, a tool that was going to be something I could carry with me, um, that would be easy for me to walk around with.

It was like light and you know, not kind of heavy. I could easily have done this as a digital tool, but there's something about having it kind of tangibly in front of me that I, I kind of flipped through it and look at it and write notes in it. That's making it kind of more meaningful for me. Last year I used one of those really large desk calendars, um, that you can just like lay on a desk and it's, I dunno, maybe a foot and a half by two feet or something like that.

Um, and. I used post it notes to organize my content, and then I was able to kind of move content around with the posted notes. Um, so I kind of transitioned from that model to this lighter version that I can carry with me in part because of the move. And I didn't want to have one of these massive desk calendars.

Um, and I, I don't have a lot of desk space in my current office setup. So, um, I decided to try out this monthly content calendar system. So this is kind of a newer thing for me, um, to be doing. Then I bought another monthly calendar and I chose one from Amazon that I had been kind of eyeing for a little while.

That's this monthly calendar, but it's pretty big and it has a lot of room, um, in each of the spaces for the days. And I decided to get a monthly calendar like this to be kind of tracking and reflecting on my workouts. Um, you heard me talk about in an, um, an earlier episode how I'm thinking about doing more yoga and running this year, and I wanted to have a place where I could be kind of noting what I was doing on any given day, but then also maybe say like how I was feeling.

Um, or, you know, like, did it go well? Did it not go well? You know, like what were the kinds of extra things I might want to note about that particular workout? And so I wanted to have some reflective space for that. Um, so I, I got this larger monthly workout calendar that I would say is almost double the size of the one that I purchased for my content calendar.

It's relatively inexpensive. There's a bunch of different sizes, um, uh, from this company. And again, I'll link to it. I found it on Amazon and this one is feeling a little bit. Um, lose to me. I'm not quite sure how I'm going to use it. I feel like how I use it might change throughout the year, but I thought it would be something that I could kind of play with and see what feels good to me in terms of how I'm using it.

So I'm working on that. And let's see, I also have, I'm kind of thinking about on a monthly basis or kind of a weekly basis. Another accountability tool that I'm using this year is a coaching journal. And this is just a journal that I bought at target, um, relatively inexpensive, and I wanted to just have a place to kind of jot down notes and ideas maybe about what's going on with my coaching with my individual clients and make group clients.

So I'm not going to be updating it as kind of regularly as my morning pages, but when I have. Client sessions. I'm trying to find time. I'm kind of buffer time in afterwards to make sure that I'm writing down those reflections. So that's a definitely a newer tool for me. This year, I started doing this in like mid December and I'm trying to kind of keep up to date with what that looks like in terms of entries.

Okay. Now we're getting into, um, more of the kind of quarterly and annual planning. Um. The power sheets can definitely be used for quarterly planning. And I'm really looking forward to that. But I also am using some annual goal tracker forms from the same woman who created the get to workbook, Elise joy Cripe.

And um, she. Gives away these gold tracker forms in her newsletter and she, um, gives them away every year. She kind of redesigns them and basically it's just like a circle for every day of the year and you just color in the circle if you do the thing that you want to do. And I have a couple of things that I'm planning to set goals for this year where this kind of tracker I think would make sense for me.

So one of them is, I am trying to do the run walk plan, which I mentioned in a previous episode and I don't want to do it every day. I don't think that would be appropriate. But I do want to do it maybe two to three times a week. And so I think that it would help me to be putting in where I'm doing it, what days I'm kind of able to fit this in.

Um, and so that's one way that I want to use it. And then the other goal I'm setting for myself, and I have never set this kind of goal before, so I have no idea how realistic it is, but I would like to go to a hundred or more yoga or bar or spin classes at this particular gym that I'm interested in joining by my work.

And, um, so I want to track when I'm doing those things and maybe even color code which classes I'm doing. Cause that would give me a sense of like if I'm preferring certain classes over others. So maybe like yoga would be one color bar would be another color and Ben would be another color. And then that would kind of give me a sense of like how frequently I'm doing these things.

Again, something kind of new for me, so I'm not quite sure how that's gonna work. And then I also got, um, a big annual calendar. I also found this on Amazon. It was relatively inexpensive. I want to say it was like $5 or less. Um, so nothing crazy, but I. I'm not quite sure how I'm going to use it. It's basically, um, a big poster of the year.

And I, again, I'm not sure if I want to like note my travel on it or if I want to use it as like another way of tracking like my workout stuff all in one spot. Because right now I'm kind of splitting that between two of the different, um, gold trackers. Um. Or if I want to just do something entirely different.

So this was definitely one of those things where I was like, I'm going to get it just because I'm kind of interested in how it looks and what it, what it could be, and I'm not quite sure how I want to use it yet. Um, but I think it could be fun. And at the very least, even just being able to see all of the entire year in one spot is, is always helpful for me.

And I like having that visual. So putting that up in my office, it might allow me to track, you know, some things on my calendar in terms of work events or programs or things like that. So I have it, I'm not quite sure how I'm going to use it. Um, and that maybe more to come on that throughout the year as I decide.

And then my last, um, tool that I wanted to mention as a planning tool was I decided to grab this year, a five year journal. And this is a, a journaling system where you write one line every day, and then the next year you write another line right below the line that you wrote. So if there's like five spaces on each page for each day of the year, um, but every year you write on a different line.

This might sound kind of confusing, so I'm going to link to this in the show notes, but it allows you to track over a five year period how things are going for you, like on a daily basis. Now I was drawn to this idea because I feel like with the new year and with this move, and with this transition, there's definitely kind of a fresh start feeling and it's a new decade.

And so part of me is really interested in kind of tracking. Kind of thematically. Um, and more specifically what I consider to be areas of growth or learning or evolution in any part of my life. I mean it could be related to the workouts. It could be related to my business or my new job. But really starting to just kind of get some things down that are very concentrated, cause you can only do one line a day of where I'm starting to see myself shift and change over these next five years.

Now I am also very squarely in my mid thirties. So this is, I think, a nice way for me to kind of track, um, as I'm heading toward my forties, what are the things that are kind of priorities for me or growth areas for me? So, um, this is another one where I'm like, I'm not quite sure how this is gonna work.

And I hope I can get it consistent enough into my schedule that I can do. It is kind of an end of the day kind of situation. I could also see this really easily becoming like a gratitude journal, um, where I use the line to talk about something that happened that day that I'm really grateful for. So this is maybe the second tool that I, I'm kind of investing in this year that I'm not quite sure how I want to use it yet.

And, um, I'm willing to kind of let it be flexible, um, to see what that looks like. And I'm looking forward to seeing how it comes together. Okay, so let me run through these things really quickly. One more time. The first tool I talked about is my morning pages. The second tool is my weekly and daily planner called the get to work book.

The third tool is power sheets, which is my monthly to do lists and kind of my monthly and quarterly planning guide. The fourth tool is a monthly content calendar. The fifth is a monthly workout calendar. The sixth is my coaching journal. The seventh is my annual gold tracker. Also from the woman who created the get to work book.

The eighth is a big kind of poster size annual calendar, and then the ninth is the five-year journal. That's one line every day. So I would love to hear what else you're using for planning if it's one of these things and you're really excited about it. Or if you have other things on your list that you think are kind of fun additions to your planning this year.

Um, I always love to hear the different tools that people are using. Um, I think you can hear in my list here a mix of stuff that feels really solid to me, that I've used for a long time and a mix of stuff that I'm kind of playfully experimenting with and I'm not quite sure what it's going to be yet.

And that's okay. Like I'm okay with kind of coming into 20, 20. Experimenting and kind of seeing what works and what doesn't when it comes to some of these planning tools. So if you want to share about your 2020 planning tools with me, you can always email me@helloatdrkatielinder.com you can tweet to me at Katie, double underscore Linder, or you can connect with me on Instagram at Katie underscore lender and soon you'll be able to write me letters.

Again. I'll be sharing that PO box in the next couple of weeks and I'm looking forward to sending and receiving letters with you this year. Thanks so much for listening. . Thanks for listening to this episode of you've got this show notes and a transcript for this episode can be found at Katie linder.work/podcasts.

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