

Man was designed for

ACCOMPLISHMENT,
engineered for SUCCESS and
endowed with the SEEDS OF
GREATNESS.

You'll get a lot out of your new Performance Planner™ but the exciting thing is that it will get a lot more out of you! It will help you achieve more than you ever dreamed possible – and within balanced priorities – which is the key to being a Top Performer!

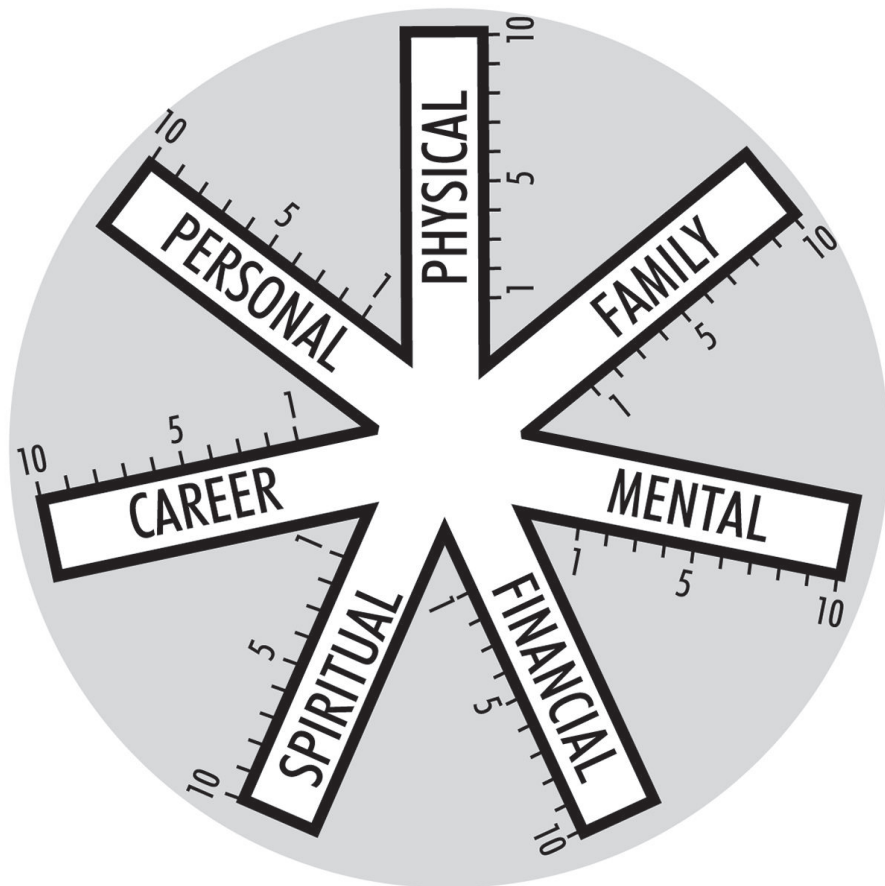
DO YOU NEED TO BALANCE YOUR LIFE'S PRIORITIES?

Take this simple test...you will probably find out the “bumps” you are experiencing in life are not due to the “road”! Rather, it’s time to “balance your wheels” through goal setting!

Rate yourself on each “area of life spoke” by placing a dot where you feel you are at this point.

(1 = poor, 10 = excellent)

Now, connect the dots with a curved line. Low points cause the “bumps” and are the areas where you need to set new goals.



REMEMBER: Your Performance Planner™ is designed to tie together Zig Ziglar’s Goal-Setting System and the best aspects of daily time-organizing systems. However, this section could be used by itself, if so desired.

GOAL-PLANNING SHEETS AND STEP-BY-STEP PROCEDURES FOR SETTING AND REACHING YOUR GOALS

The Chinese say that the journey of a thousand leagues begins with a single step. Commit yourself to take these goal-setting steps NOW.

BAD NEWS: To properly set your goals you will need to invest a minimum of ten hours and possibly as many as twenty hours. That’s one of the reasons only 3% of the population have clearly defined their objectives in life.

GOOD NEWS: By following these procedures and using this PERFORMANCE PLANNER™ every day, you will have **several** extra hours each week to pursue your own business, family and personal interests. Just remember, “When you do the things you need to do, when you need to do them, the day will come when you can do the things you want to do, when you want to do them.”

MORE GOOD NEWS: When you learn the formula for setting one goal, you will know how to set all goals, whether it is a physical, mental, spiritual, social, family, career, recreational or financial goal.

Now for the action steps:

ACTION STEP 1

On your Dream List (page 6), let your imagination run wild and print everything you want to be, do or have. (When you **print**, your concentration is greater and you burn the idea more indelibly into your subconscious mind.) If you have a family, be sure to include your mate and children when you set your goals. This entire goal-setting process helps channel your logical left brain and frees your creative right brain for more effective use of your imagination. NOTE: “You gotta **be** before you can **do**, and you gotta **do** before you can **have**.”

GO AHEAD – DO IT NOW. A major reason you acquired this Performance Planner™ is to gain some benefits, but these come only after you have taken action.

ACTION STEP 2

Wait 24-48 hours then answer the question “why?” for each item you have printed on your Dream List. Space is provided for you to do this on your Things I Really Want To Be, Do or Have sheet (page 7). If you can’t verbalize in one sentence why you want to “be, do or have,”

PERSONAL PERFORMANCE RECORD

Week Ending 12 / 10 / 2011

| WEEKLY GOALS | MY DAILY GOALS ACTIVITY | | |
|---|---|-----------------------------|---------------------------------|
| #1 I am current Phone calls & corresp. | 2 hours 15 min. Phone calls - corresp. | Phone calls 45 minutes | 3 hours phone calls, corresp. |
| #2 I weigh 165 lbs. and have a 34" waist | Ate sensibly Jogged | Ate sensibly No exercise | Ate sensibly Jogged 30 min. |
| #3 I finished revision R.P.K. March 1st | Nothing | Two hours Writing R.P.K. | Two hours Writing R.P.K. |
| #4 I read and researched 10 hours weekly | One hour | Ninety minutes | 2 hours reading and research |

| NOTES, PROJECTS, REMINDERS & IDEAS | MONDAY | TUESDAY | WEDNESDAY |
|--|--|---|---|
| | DATE: 12/5 | DATE: 12/6 | DATE: 12/7 |
| | MY DAILY PRIORITY LIST | | |
| Check schedule for week and month | <input type="checkbox"/> Breakfast - T.R.H. | <input type="checkbox"/> Breakfast - T.R.H. | <input type="checkbox"/> Family time |
| Get latest drug data - Dr. Tennant | <input type="checkbox"/> Update plans for week | <input type="checkbox"/> 9:35 Departure | <input type="checkbox"/> Hit golf balls |
| Gather data - Info. Board Meeting | <input type="checkbox"/> Review last week | <input type="checkbox"/> Conduct Seminar | <input type="checkbox"/> Call Dr.'s Campbell and Kettering |
| Get publishing permission from authors & publishers | <input type="checkbox"/> Studio recordings | <input type="checkbox"/> Work R.P.K. | <input type="checkbox"/> 8:25 Pensacola |
| Verify travel schedule for week | <input type="checkbox"/> Staff meetings | <input type="checkbox"/> Christmas lights | <input type="checkbox"/> |
| | <input type="checkbox"/> Dinner meeting | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> Fred Smith | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | MY DAILY SCHEDULE | | | | | |
|--|-------------------|-------------------------------|-------|-----------------------------------|-------|--|
| | Time: | Schedule: | Time: | Schedule: | Time: | Schedule: |
| Update and experiment with new Performance Planner | 6:15 | Arise - dress - eat T.R.H. | 6:15 | Arise - dress - eat T.R.H. | 6:45 | Arise - dress 8:00 Newspaper |
| Check Hay Group progress | 7:35 | To office | 7:35 | Review schedule with Laurie M. | 9:30 | Airport flight home 11:30 Lunch with T.R.H. Keeper & Elizabeth |
| | 8:00 | Prayer and devotions | | | | |
| | 9:00 | Staff Meeting | 9:30 | Airport | | |
| | 11:30 | Conference call | 3:00 | Seminar (Lowe) | 2:30 | Hit golf balls |
| | 12:30 | Lunch with T.R.H. | 6:30 | Talk with Tom | 5:00 | Jogging |
| | 2:00 | Clean pool | 7:30 | Dinner | 6:30 | Dinner T.R.H. |
| | 4:30 | Jogging | 10:30 | Bed - Read | 8:25 | Airport |
| | 5:30 | News with T.R.H. | 11:00 | Lights out | 10:30 | Arrive Pensacola |
| | 6:30 | Dinner (Fred Smith) | | | 11:30 | Lights out |
| | 8:00 | Rams and Bears | | | | |
| | 10:30 | Bed - Reading | | | | |

| PHYSICAL ACTIVITY | Jogged 30 min. | No exercise | Jogged 30 min. |
|--|---|--|--|
| <i>A balanced life is the key to true success and happiness. Check each as you complete it that day.</i> | <input checked="" type="checkbox"/> PHYSICAL <input checked="" type="checkbox"/> MENTAL <input checked="" type="checkbox"/> SPIRITUAL <input type="checkbox"/> RECREATIONAL <input checked="" type="checkbox"/> FAMILY <input checked="" type="checkbox"/> CAREER <input checked="" type="checkbox"/> SOCIAL <input checked="" type="checkbox"/> FINANCIAL | <input type="checkbox"/> PHYSICAL <input checked="" type="checkbox"/> MENTAL <input type="checkbox"/> SPIRITUAL <input type="checkbox"/> RECREATIONAL <input checked="" type="checkbox"/> FAMILY <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> SOCIAL <input checked="" type="checkbox"/> FINANCIAL | <input checked="" type="checkbox"/> PHYSICAL <input checked="" type="checkbox"/> MENTAL <input type="checkbox"/> SPIRITUAL <input checked="" type="checkbox"/> RECREATIONAL <input checked="" type="checkbox"/> FAMILY <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> SOCIAL <input checked="" type="checkbox"/> FINANCIAL |

*What you get by reaching your destination is not nearly as important
as what you will become by reaching your destination.*

| MAKE TODAY WORTH REMEMBERING | | | |
|---------------------------------------|----------------------------|---------------------------------|---------------------------|
| Phone calls and corresp. Two hours | Nothing | Nothing | Nothing |
| Ate sensibly Jogged 30 min. | Ate too much No jogging | Ate sensibly Jogged 30 min. | Ate junk No jogging |
| Wrote R.P.K. One hour 10 min. | Wrote R.P.K. | R.P.K. two hours | Nothing Read two hours |
| Read one hour | Read two hours | Reading and research 2 hours | |

| THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|---|---|--|--|
| DATE: 12/8 | DATE: 12/9 | DATE: 12/10 | DATE: 12/11 |
| MY DAILY PRIORITY LIST | | | |
| <input type="checkbox"/> Check Hay Group progress report | <input type="checkbox"/> Call Dr. Tennant | <input type="checkbox"/> Prepare Sunday school lesson | <input type="checkbox"/> Sunday school and church |
| <input type="checkbox"/> 1:00 p.m. speak | <input type="checkbox"/> Planner forms | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> 6:30 p.m. speak | <input type="checkbox"/> Family time | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| MY DAILY SCHEDULE | | | | | | | |
|-------------------|-------------------|-------|--|-------|----------------------------------|-------|-----------------------------|
| Time: | Schedule: | Time: | Schedule: | Time: | Schedule: | Time: | Schedule: |
| 7:30 | Arise - dress | 3:30 | Wake up - read | 8:30 | Arise - breakfast with T.R.H. | 7:00 | Arise |
| 8:20 | Phone calls | 5:00 | Back to bed | | | 8:30 | Sunday school and church |
| 11:30 | Lunch | 7:30 | Arise - dress | 12:00 | Lunch and shopping T.R.H. | | |
| 12:30 | Leave for seminar | 8:00 | Back home | | | 12:30 | Lunch with T.R.H. |
| 4:00 | Jogging | 2:00 | Golf course | 4:30 | Jogging | 5:30 | News |
| 9:30 | Call T.R.H. | 6:30 | Dinner T.R.H. | 9:00 | Read - study | 11:30 | Lights out |
| 10:30 | Read | 8:00 | Visit with Chad, Suze and grandchildren | 11:00 | Lights out | | |
| 11:00 | Lights out | | | | | | |
| | | 10:30 | Read | | | | |
| | | 11:00 | Lights out | | | | |

| Jogged 30 min. | No exercise | Jogged 30 min. | No exercise |
|---|--|--|---|
| <input checked="" type="checkbox"/> PHYSICAL <input checked="" type="checkbox"/> MENTAL <input checked="" type="checkbox"/> SPIRITUAL <input type="checkbox"/> RECREATIONAL <input checked="" type="checkbox"/> FAMILY <input checked="" type="checkbox"/> CAREER <input checked="" type="checkbox"/> SOCIAL <input checked="" type="checkbox"/> FINANCIAL | <input type="checkbox"/> PHYSICAL <input checked="" type="checkbox"/> MENTAL <input type="checkbox"/> SPIRITUAL <input checked="" type="checkbox"/> RECREATIONAL <input checked="" type="checkbox"/> FAMILY <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> SOCIAL <input type="checkbox"/> FINANCIAL | <input checked="" type="checkbox"/> PHYSICAL <input checked="" type="checkbox"/> MENTAL <input checked="" type="checkbox"/> SPIRITUAL <input checked="" type="checkbox"/> RECREATIONAL <input checked="" type="checkbox"/> FAMILY <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> SOCIAL <input type="checkbox"/> FINANCIAL | <input type="checkbox"/> PHYSICAL <input checked="" type="checkbox"/> MENTAL <input checked="" type="checkbox"/> SPIRITUAL <input checked="" type="checkbox"/> RECREATIONAL <input checked="" type="checkbox"/> FAMILY <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> SOCIAL <input type="checkbox"/> FINANCIAL |