

THE DAILY PLANNING PROTOCOL - DECONSTRUCTED

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Three Gratitudes

PRIME

- List three things you have to be grateful for.

Why

- Creates "Happiness Advantage".
- Increases energy levels.
- Strengthens immune system.

Benefits

- Up to 31% more productive.¹
- Reduces impact of stress and trauma.²
- Less illness, more time for work and play.

Review previous day

LEARN

- What went well?
- What could be even better?
- What did you learn?
- Does anything need to be carried forward?

Why

- Develops growth mindset.
- Helps us identify new opportunities.
- Develops ability to pause amidst chaos.

Benefits

- 23% performance improvement.³
- Reduces burnout.
- Able to respond vs react.

3-5 Main Efforts + Admin Tasks

FOCUS

- The 3-5 tasks that must be achieved for you to go to bed knowing it's been a great day.
- The 3-5 key admin tasks that need to get done.

Why

- Mitigates attention residue and chronic task switching.
- Develops a priority management mindset.
- Dopamine release.

Benefits

- More effective.
- Calmer, less anxious.
- Pro-active vs reactive.

Set Intentions

EXECUTE

- How am I going to show up in the world today and how do I want others to experience me?

Why

- Intentions create our reality.
- How we deliver results matters as much as what we deliver.
- Live life on purpose.

Benefits

- Able to say no to that which does not serve you.
- Helps ensure we deliver results in the right way,
- whilst protecting our good name.

1. The Happiness Advantage – Shaun Achor

2. The How of Happiness. Sonja Lyubomirsky

3. Making experience count: The role of reflection in individual learning. Harvard Business School; 2014