



PTIQ
TRAINS M A R T

HIGH-PERFORMANCE **PLANNING**

HIGH PERFORMANCE PLANNING

THE SECRET TO TIME AND ENERGY MANAGEMENT

One 'reason' people say they can't achieve their goals is because they don't have time. They're too busy, can't fit everything, there just aren't enough hours in the day. And even when they do have time, they're completely exhausted – physically or mentally – and just can't do what they want to do for themselves.

SOUND FAMILIAR?

And yet, some people manage to do it with time and energy to spare.

So how do they do it?

I used to struggle to fit things in, I used to feel tired, exhausted, and utterly frustrated that I couldn't do what I wanted to do AND the things I needed to do.

And, if you're reading this, you feel like that too. I want you to know that I felt like you have and I have the solution.

It's helped me build an incredible coaching service that allows me to serve my clients so that they get life-changing results but, rather than sapping all my energy, I still have time to work on myself and spend time doing the things that I want to do in life.

And I'm going to share that with you.



By the end of this, you are going to:

- » Understand how to manage your energy and why it's vital
- » Know what to prioritize and what not to
- » Be able to do the things you need to do AND the things you LOVE to do with energy and time to spare
- » Give you complete control of your day.

So, let's get into it!

WHAT YOU NEED YO KNOW

BEFORE WE GET INTO THE PRACTICAL SIDE OF THINGS,
WE NEED TO UNDERSTAND WHY WE DO (OR DON'T DO)
THINGS IN OUR LIFE.

THERE ARE 3 AREAS WE NEED TO GET SUPER CLEAR ON:



WHY VISION

Our vision – this is something that, frankly,
a lot of people lack. Or at least lack clarity on.

**“I WANT TO HAVE A
SUCCESSFUL CAREER AND
A FAMILY AND LOTS OF
MONEY” ISN’T A VISION.**

It’s vague; it has no way to measure it.
It’s you setting yourself up for disappointment.

**OUR VISION IS OUR WHY.
IT’S OUR PURPOSE THAT
MOTIVATES US TO DO WHAT
WE DO. IT’S WHAT WE
BELIEVE IN, OUR CAUSE.**

If you want to achieve something, you
MUST know what that is. So before we get
into the practical tips of managing your
time and energy, you must get super clear
on your vision.

- » What do you want your life to look like
in a year?
- » What does success look like to you?
- » What will you look like?
- » What will you feel like?
- » Who will you spend time with?
- » What will your hobbies be?
- » What will work be?

Then ask yourself, *“are my daily actions in
line with the person I say I want to be?”*

Don’t skirt over this; this takes time. And
when you plan your vision, don’t build an
image of a life you think will look good to
other people because you won’t follow
through.

**Write your vision for YOU. For the
life YOU want. The person YOU
want to be. Write it like no one else
will ever see (they don’t need to,
it’s for you).**

When you get really clear on this, the rest
looks easy.

I do a 6 month, 1 year, and 3-year vision
every 6 months. You can reassess and
change things as you change as a person.
Doing a vision for any longer is really
difficult to do because it feels so far away.

WHAT STRATEGY

1 MONTH TARGET

6 MONTH TARGET

3 MONTH TARGET

1 MONTH TARGET

THIS IS OUR PROCESS.

WHAT IS IT THAT WE NEED TO DO? THIS COMES AS A RESULT OF OUR WHY.

THIS IS MORE OF AN OVERARCHING PLAN. SOME OF THE MILESTONES WE NEED TO HIT.

6 MONTH TARGET

3 MONTH TARGET

Basically, we take our vision, and we break it down into smaller pieces. We can set monthly, 3 monthly, 6 monthly targets that we need to accomplish to build up to our vision.

The problem with many people is they bite off more than they can chew, and they just look at the end goal – the vision – and see they're not there.

It's like standing at the bottom of a mountain and looking up and thinking, *"I'm not at the top, and it's going to take so long I may as well not bother."*

Strategy is breaking that down into smaller chunks. *"To get to the top, I need to get halfway up. To get halfway up, I need to get a quarter way up. OK, what do I need to do to get quarter way up?"*

HOW TACTICS

THE 'HOW' IS THE PROCESS OR TACTICS WE USE TO ACCOMPLISH OUR STRATEGY.

THESE ARE SPECIFIC ACTIONS TAKEN TO REALISE OUR WHY - OUR BIG VISION.

When people's vision is to run a marathon, they don't just go run a marathon.

They might start with 2 runs a week and then build it to 3, increase the total number of miles covered per week each week or make sure they're sleeping, eating and hydrating enough.

These are the day-to-day actions that build up to accomplish the strategy – the what. Which then build-up to the vision.

So rather than just planning and taking control of your time, energy, and life for the sake of doing it, make sure you are doing it for a reason, with an end goal. This will make planning and achieving your goals so much easier.



THINK ENERGY MANAGEMENT, NOT JUST TIME

ONE FINAL THING FOR YOU TO BE AWARE OF, THOUGH. WHEN YOU START TO CREATE YOUR PLANS FOR THE DAYS, WEEKS, MONTHS AHEAD. I WANT YOU TO THINK ABOUT ENERGY MANAGEMENT, NOT JUST TIME MANAGEMENT.

What do I mean? I have so many clients who've come to work with me in the past and say they hate training. Here's how the conversation goes;

I ask them when they train, and they say, *"first thing in the morning, before work."*

When I ask them if they're a morning person, they reply with a resounding *"no!"*.

I ask, *"So why train in the morning?"*

They reply, *"Because that's when everybody else trains."*

This phrase is a killer. Don't try to fit a round peg in a square hole. If you know that you're energised and productive later in the day, plan the things you need energy for around that time.

Also, try to do things in a short, sharp, intense burst. Think sprinter, not marathon runner. When you're working, work for 30 minute solid blasts with absolutely no distractions and then rest for 10 minutes. Your productivity will go through the roof.

Always ask yourself, *"when am I most energised for this task?"*

FOR EXAMPLE:

I HATE training in the evening. So I always make sure that I plan that in sometime in the morning or early afternoon. That means I get the most out of the session, and I do it in the least amount of time because I'm not spending my time wishing I wasn't there.

Assuming that you have taken the time to create a vision, a strategy and some tactics to achieve those, I want to give you the tools you need to accomplish them.



THE PRACTICAL STUFF

THERE ARE 8 THINGS YOU NEED TO INCORPORATE INTO YOUR LIFE TO TAKE CONTROL OF YOUR TIME AND ENERGY AND OPERATE AT THE HIGHEST LEVEL CONSISTENTLY.

These will increase your productivity, your focus, your energy, and the quality of your results. These have helped me change my life and the lives of hundreds of clients. So be sure to implement and, most importantly, **BE CONSISTENT**. There's no point doing them for 1 week and then stopping. The time and energy you save compounds over time. The more you do it, the more you get out of it.

HERE ARE 8 THINGS YOU NEED TO INCORPORATE



Use a calendar/diary



Delegate tasks



Establish a good morning and night-time routine



Prioritise important events and what's important to YOU



Journalise



Designated place



Create actionable goals



Manage your workspace



USE A CALENDAR

YOUR CALENDAR OR DIARY IS YOUR ALLY. IT'S YOUR TOOL. IT'S AN EXTRA BRAIN. WE WANT TO GET AS MUCH OUT OF OUR BRAIN AS POSSIBLE; THAT WAY, WE ARE LESS LIKELY TO FORGET THINGS.

I have the rule that if it isn't in my calendar, it doesn't happen. If it's in there, it's documented, and I have all the details.

Be sure to put all your information on an event here – date, time, location, with who, is there anything you need to do before, adjust your reminders to appropriate times (e.g., all birthdays a week before the actual day).

TOP TIP

Use a colour code and the same format for every event. A format that suits you and works for you. This is your calendar; take control of it and use it to take away thinking. You'll never be double booked or forget anything again.



CALENDAR/DIARY VIDEO

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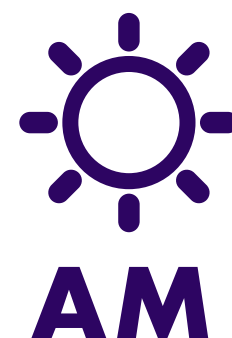


ESTABLISH A GOOD MORNING & NIGHT-TIME ROUTINE

This may sound basic, but I guarantee you it will set you up for the day and complete your day properly.

It allows you to start the day on your terms, get some wins under your belt before the day has even begun, and allows us to decompress so that you finish the day in control, minimise anxiety, and set yourself up for a good night's sleep.

HERE'S AN EXAMPLE OF A MORNING/NIGHT-TIME ROUTINE



- » **UPON WAKING**
MAKE THE BED, GET WASHED AND DRESSED
- » **ROUGHLY 10 MINUTES OF JOURNALING**
- » **30-60 MINUTES DOING SOMETHING FOR YOU** – EXERCISE, STUDY, WALK (I ALWAYS GO FOR A WALK FIRST THING)
- » **15 MINUTES EATING BREAKFAST MINDFULLY WITH NO DISTRACTIONS**

This routine can be as long or as short as you want it to be, and it might mean having to get up a little earlier, BUT before you've even looked at your phone, you've looked after yourself mentally by journaling and setting yourself up for the day (I'm going to show you how to do this) you've bettered yourself by either working out or studying or doing something for you, and you've fuelled your body properly without rushing it down and causing digestive issues.



- » **WORK OUT WHEN YOU NEED TO GO TO BED**
GET 7-8 HOURS OF SLEEP BEFORE YOU NEED TO BE UP AND READY.
- » **1 HOUR BEFORE THAT TIME, SHOWER AND WASH THE DAY AWAY**
TAKE TIME TO LOOK AFTER YOUR SKIN AND CHANGE INTO RELAXING CLOTHES.
- » **PLAN YOUR DAY FOR TOMORROW**
3 THINGS YOU NEED TO COMPLETE.
- » **JOURNAL**
GET ALL YOUR THOUGHTS OUT OF YOUR HEAD ONTO PAPER, SO YOU'RE NOT LAID INTO BED THINKING ABOUT THEM.
- » **30 MINUTES BEFORE BED, SWITCH OFF ALL SCREENS** THE BLUE LIGHT IMPACTS THE QUALITY OF YOUR SLEEP.
- » **10 MINUTES BEFORE BED**
MEDITATE SO THAT YOU'RE RELAXED AND READY FOR SLEEP.



MORNING AND EVENING ROUTINES VIDEO

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MANAGE YOUR WORKSPACE

This extends to your home as well. Everything that is there that isn't important or necessary is an inconvenience to you. When you work, you want to be as efficient and focused as possible. Remove mess, remove clutter, remove distractions. Think of all the time and energy you spend looking for things, moving things around, being distracted by things in the area.

YOUR JOB IS TO MAXIMISE EFFICIENCY. SO REMOVE EVERYTHING THAT HINDERS THAT.



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GIVE EVERYTHING A PLACE



I've touched on this in the last point, but absolutely everything in your life should have a prescribed place. Think of all the minutes in your life you've spent looking for something. It may be 5 minutes every day (if you're lucky) – that equates to over 30 hours in the year. You use over one full day looking for things. And I bet you spend a lot more than 5 minutes a day. Whether it's the keys, a charger, or file you need.

Give everything a place and make sure everybody around you (home and work) understands and sticks to it. This may take some time, but it's also going to save time, energy, frustration, and ultimately arguments. If things have a place, they should never be anywhere else.

This gives you certainty, it gives you control, and it gives you no excuses for wasting time.



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DELEGATE TASKS



WE HAVE A TENDENCY TO FEEL THAT WE NEED TO DO EVERYTHING OURSELVES. WE DO THIS FOR NUMEROUS REASONS. BECAUSE WE NEED TO FEEL IMPORTANT BECAUSE WE WRONGLY THINK NOBODY CAN DO ANYTHING AS WELL AS US OR BECAUSE 'WE'VE ALWAYS DONE IT.'

You do not need to do everything. It is not your responsibility, and often taking on every task under the sun is the reason you have no time or energy. You must look after yourself and others by delegating.

Remember, leaders delegate. When you give people things to do, it gives them responsibility. It shows that you trust them, and it increases their self-worth. It also increases yours because you have the confidence and ability to ask for help and look after your energy and time.

WHO TO ASK

Delegating doesn't have to be a friend or family member. You can pay someone, or it can be to software.

Getting your shopping delivered rather than going shopping is a great example. For a few pounds, it saves you lots of time and effort. Don't just value things with a monetary cost.

BE SURE TO DELEGATE SPECIFIC TASKS TO SPECIFIC PEOPLE.



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PRIORITISE IMPORTANT EVENTS AND WHAT'S IMPORTANT TO YOU

It's really important to prioritise what is important to YOU. Not everybody else. There are only so many hours in the day, and your energy is finite, so we need to manage those as best we can.

You may have a 'to-do list as long as your arm but is everything on it actually necessary?

There's an amazingly simple tool you can use to whittle down your list to the things that ACTUALLY deserve your time and attention.

IT'S CALLED THE EISENHOWER MATRIX, AND THIS IS WHAT IT LOOKS LIKE:



TAKE YOUR TO-DO LIST AND PUT EACH ITEM IN THE RELEVANT BOX. BE REALISTIC HERE. EVERYTHING IS NOT IMPORTANT AND URGENT. THIS TOOL ITSELF WILL SAVE YOU HOURS OF TIME.



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open the video link



CREATE ACTIONABLE GOALS



THIS IS PART OF YOUR STRATEGY. YOU NEED TO MAKE SURE THERE ARE THINGS YOU CAN DO EVERY SINGLE DAY THAT ARE MOVING YOU TOWARDS WHERE YOU WANT TO BE. GOALS SHOULD BE S.M.A.R.T.E.R.

STEP #1 "S" – SPECIFIC

The first step in setting S.M.A.R.T.E.R. goals is to be specific – very specific.

The more specific you are about your goals, the better and more able you'll be to accomplish them no matter what method you use.

This means that you don't just say you want to make more money or lose more weight. You have to say exactly how much money you want to make or how much weight you want to lose. You have to put a real and exact figure on it. Make it measurable.

Why is this so important?

Well, in goal setting, in order to make it visceral to the mind and more clear, you have to be able to quantify that goal. Without specifics, there's no real target, just some obscure direction. When the goal is obscure, it allows the psychology of your mind to override your goals. You succumb to things like emotion-numbing activities to easily avoid doing something that wasn't that concrete in the first place.

Specifics are the fuel in the engine of your goals. You have to provide specifics if you're going to achieve anything at all. When you write out your goals, be absolutely as specific as possible. And never be afraid to be too specific.

STEP #2 "M" – MEANINGFUL

The second step in setting S.M.A.R.T.E.R. goals is to set goals that are meaningful enough to you that you'll get out there and do whatever it takes to achieve them.

This is the "why" in goal setting that I discussed in a prior post. When your goals have a deep enough meaning to you, you'll do whatever it takes to achieve them. This doesn't have to do with vanity or superficial reasons, but more profound and life-altering reasons why you want to achieve something.

People don't want more money because they want more paper with deceased notables on them. No, they want more money because of what that money will bring them: time, freedom, family, security, contribution, and so on. You have to attribute a strong enough meaning to your goals beyond being just specific about them.

So, next to your specific goal, write out what that goal means to you and make sure that it's something important.

STEP #3 "A" – ACHIEVABLE

The third step in setting S.M.A.R.T.E.R. goals is to set goals that are achievable.

Now, there's certainly a school of thought out there that says that you can accomplish whatever you want, whenever you want it. But, when you're setting goals, especially when they're short-term goals (i.e., within 1 year), make sure that they're achievable.

This doesn't mean that you can't shoot for the stars in your long-term plans, such as 5 years down the road or even 10 years down the road.

It just means that you have to pick goals that you can achieve in the short term.

For example, if you've never made more than £100,000 in a year, don't say that you're going to be a billionaire in the span of one year. Set goals that you can actually achieve so that you build on your momentum. Your short-term goals should be something within your reach but not so easily attainable that they won't take much work or effort on your part. This will also help you to build that all-important momentum. Once you achieve your year-long goals, you can broaden those into much greater hopes and dreams down the road.

STEP #4 "R" – RELEVANT

The fourth step in setting S.M.A.R.T.E.R. goals is to set goals that are relevant to your life.

This means that the goals should be in line with and in harmony with what you actually want out of life; they should match up with your core values. If your core values are contradicting your goals, then you'll find yourself merely getting frustrated and giving up.

When you set goals that are relevant, you have to dig deep down inside and truly understand what you want out of life. If one of your core values is freedom, then setting goals that have you bound to a desk most of the year won't help you to live a fulfilled life. Remember, your goals shouldn't be designed with the notion of succeeding to be happy, but rather, with happily succeeding. Set goals that are relevant and in line with what you truly want out of life.

STEP #5 "T" – TIME-BOUND

The fifth step in setting S.M.A.R.T.E.R. goals is to ensure that they're time-bound goals.

You have to set an exact date on when you plan to achieve these goals. Focus on goals that are in 3-month intervals. If you plan to achieve a 50-pound weight loss in one year, then break that down into 3-month intervals. That's 12.5 pounds every three months.

When your goals are time-bound, they're measurable, and you should hold yourself accountable by measuring those goals on a daily, weekly, and monthly basis.

How close are you to achieving your goals?

How much further did you get from achieving your goals?

Without making your goals time-bound and measurable, you won't be able to see your progress.

STEP #6 "E" – EVALUATE

The sixth step in setting goals using the S.M.A.R.T.E.R. method is to ensure that your goals are evaluated.

By evaluating your goals every single day, you'll be much more likely to achieve them. Why is that? Well, long-term goals (and also goals that are 3 months or 6 months out), can easily be ignored if they aren't evaluated every single day.

Make sure that you set up a system for evaluating your goals, and you make the evaluation of your goals habitual. Don't ignore this all-important step.

Your mind has a very clever way of allowing you to ignore your goals by pushing you into emotion-numbing behaviours when those goals aren't closely evaluated.

STEP #7 "R" – READJUST

The final step in setting goals with the S.M.A.R.T.E.R. method is to readjust your approach.

If, for example, you find yourself pursuing a goal but continuously hitting a brick wall, readjust your method and techniques. For example, when a plane has a goal of flying from LAX to MIA, it has to constantly evaluate its progress and readjust its approach to ensure that it reaches its target. The plane constantly evaluates

and readjusts until it arrives in MIA. You should be doing the same for your goals.

Readjust doesn't mean that you have to throw your goals out and start all over. What it means is that you have to try different approaches until you find yourself getting closer and closer to your goals. That's why constant evaluation on a daily basis is so important. If you don't evaluate, you can't measure your progress.



JOURNALISE



PEOPLE WITH A GRAND VISION ARE TYPICALLY IGNORANT OF THE GROWING RESPONSIBILITIES AND CHALLENGES THAT COME WITH GROWING A HUGE SUCCESSFUL LIFE.

That's why it's incredibly important to keep your thinking clean. If you want to grow, you need to constantly monitor and fine-tune your focus. Otherwise, you'll get caught up in the deceptive world of social media, lose control and end up self-sabotaging.

One of the best ways to keep your thinking clean is by doing 10-15 minutes of unfiltered writing first thing in the morning. I like to use good old-fashioned pen and paper. But, feel free to use a tablet (travel-friendly and password protected).

Clean your mind with good quality questions every morning.

Start with the questions below and embrace the momentum they will bring to your day. Feel free to add more questions as you get more experienced with journaling.

MORNING

- » What are your top 3 outcomes for today?
- » What are you grateful for?
- » What challenges may you face today, and how will you deal with them?

EVENING

- » What did I learn about myself today?
- » What were my top 3 wins today?
- » What is your biggest goal for tomorrow?

FINAL THOUGHTS



Even if you implement all these, the best-laid plans sometimes don't come to fruition. There will always be things outside your control that will inevitably happen.

When this happens, don't waste time and energy on it. Think, "*what are the actions I can control?*" And let people know that things have happened that are out of your control. Nobody should be upset with something for something they couldn't control. But you must communicate that.

When things crop up, think, "*what next?*", "*What was it I wanted to achieve?*", "*Can I still do that?*"

If you can't, then ask yourself, "*What opportunity has this change in plans presented?*" Maybe you can catch up on some work, do something that you'd planned for later on. There will always be something.

You have 2 options when this happens – Be proactive or take time for yourself.

Don't waste time and energy worrying and thinking, "*what if?*"

As I said at the beginning, create a routine that compliments YOU. YOUR life, YOUR goals.

Create an environment that compliments that. Remove people and things that will stop you from achieving your vision. You must protect it; nobody else will.

Be proactive at every opportunity and take control of your time, energy, and, ultimately, your life.

Keegan



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**"PTIQ, THE PERSONAL TRAINING
SERVICE THAT TEACHES YOU HOW
TO TRAIN SMARTER, NOT HARDER."**

KEEGAN HIRST

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 Keegan@ptiq.co.uk

 m.me/PersonalTrainerIQ

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