

# The Big Picture + Weekly Winning Worksheet

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# The Big Picture - Quick Start Guide

## PREPARE

Print the sheet on 11x17 ledger paper so there's plenty of space to write on it and carry it with you. Some people like to use the tool in electronic form, but I prefer a physical copy that I write out each quarter. It engrains my plan in my brain.

Fill this out at your quarterly retreat, away from all distractions. Spend at least a couple hours evaluating your prior quarter and adjusting your actions to build momentum.

## FILL IT OUT

1. On the top half of the page, each of your 5 areas should have 1-3 goals that you break down from large to small, left to right, across the 5 swim lanes. Every line should tie to each other, so you are breaking down long-term goals into bite-sized quarterly chunks.
2. The checkboxes in the Quarter Goals section can be checked off as you achieve the goal for the quarter. Make the goals as SMART as possible, so you know definitively that you achieved the goal. Track in-quarter progress in the right-most column however you'd like.
3. On the bottom half of the page, start by evaluating the last quarter and scoring your progress in each of the 5 Areas of Life from 1 to 10.
4. Notice that the Accomplishments/Why it Matters/Further Progress is all one section that tracks across 5 swim lanes. Your top 5 Accomplishments are NOT specific to the 5 Areas of Life. They are just your Top 5 Accomplishments for the quarter, regardless of the Areas.
5. Confidence builders are things that will boost your confidence and accelerate your momentum. Evaluate the stuff that's bugging you, cluttering your mind and energy, preventing you from being your very best. Develop, delegate, drop or do it.
6. The Productivity & Tracking section gives you space to note habits, routines and other tasks and projects that need to be knocked out to help you achieve the best quarter possible. For example, I track my house projects, books read, and habits work here.
7. The Bottom Line is a section to help you highlight the most important ah-has, summaries, or focal points from that section of The Big Picture. I find there's power in highlighting a key takeaway from each section. Sometimes you'll leave a box blank, which is fine.
8. The Quarter Focus on the bottom right is the spot where you distill everything down to your top long-term progress and quarter goals. The long-term progress section is where you note the big wins and plans related to your Lifetime, 10-year and 3-year goals.

## REVIEW IT REGULARLY

Review The Big Picture weekly for 10 mins as part of your Weekly Winning Session. It will remind you of certain things, help you prioritize your week, clarify your monthly goals, and maximize your quarterly progress.

# THE BIG PICTURE

	Lifetime Goals	10-Year Goals	3-Year Goals	1-Year Goals	Quarter Goals	In-Quarter Progress
PHYSICAL						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
SPIRITUAL						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
SOCIAL						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
BUSINESS						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
FINANCIAL						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Evaluation & Momentum					Productivity & Tracking			The Quarter Focus	
SCORE YOUR 5 AREAS	ACCOMPLISHMENTS →	WHY IT MATTERS →	FURTHER PROGRESS	CONFIDENCE BUILDERS	PROJECTS & TO-DO'S	✓	NOTES	LONG-TERM PROGRESS	
Rate each area 1 to 10 with observations and lessons learned	<u>Regardless of the 5 areas,</u> list your top 5 accomplishments	Why is this accomplishment important in your Big Picture?	What further progress can you make to <i>build momentum</i> ?	What needs to be <i>developed, delegated, dropped, or done</i> ?	1			LAST QUARTER WINS	
	1				2			1	
PHYSICAL					3			2	
					4			3	
					5			THIS QUARTER PLANS	
SPIRITUAL					6			1	
					7			2	
					8			3	
					9			THIS QUARTER TOP GOALS	
SOCIAL					10			TOP 3 PERSONAL GOALS	
					11			1	
					12			2	
BUSINESS					13			3	
					14			TOP 3 BUSINESS GOALS	
					15			1	
FINANCIAL					16			2	
					17			3	

THE BOTTOM LINE								
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# Weekly Winning Worksheet - Quick Start Guide

## PREPARE

Print the sheet on 8.5x11 paper. Some people like to use the tool in electronic form, but I prefer a physical copy that I write out each quarter. It engrains my plan in my brain.

Set aside one hour each week to fill out the Weekly Winning Worksheet (WWW). Review Notes & Reflections from last week's WWW and this quarter's The Big Picture before you fill this out.

## FILL IT OUT

1. Start by writing each of your Vision components at the top of the page from left to right. Writing and reviewing these each week help tie your long-term goals to short-term plans and activities.
2. Move to the bottom right corner of the page and fill in your Rhythm components from right to left.
3. Weekly Winning: Think of these 7 Weekly Winning activities as larger doses of your Daily 7. These 7 activities fuel and fulfill you. When you've done them at the end of the week, you feel like you're winning.
4. Daily Doses: These are your 7 critical building blocks of a great day, in addition to your Morning Mastery routine. These aren't the items you must do for business or survival. These are 7 core activities that can easily get neglected by entrepreneurs over the course of the day. For example, I recommend diet, gratitude, service, pauses, connection with loved ones, monitoring behaviors, and end-of-day journaling/reflection. Your list of 7 daily activities might look a little different. Point is, this is the stuff that normally gets crowded out, causing future regrets. Don't tolerate that. Set your Daily 7 and track it. Just like working out at the gym, over time it will deliver excellent results.
5. Morning Mastery: Your Morning Mastery is THE most important part of your Rhythm of Execution. Spend at least one hour each morning feeding your mind, body, heart and spirit with 7 edifying activities while most people are in bed. I recommend prayer, meditation, journaling, goals, reading, inspiration and exercise. Give it a try. It will change your life in amazing and beautiful ways.
6. Fill in your Annual Theme & Priorities. Think of these as a way to summarize and focus on the essence of your annual goals.
7. Fill in your Top 3 Personal and Top 3 Business Goals for the week. These weekly goals drive the achievement of your monthly goals.
8. Use the calendar to plan your week. Be sure to make time for and plan important weekly, daily, and morning activities to ensure you have a winning week.

## REVIEW IT REGULARLY

During Morning Mastery each day, evaluate your efforts from the prior day. Use the checkboxes to hold yourself accountable. Review progress towards weekly goals and set and adjust the corresponding plans.

Fill in the Notes & Reflections section throughout the week.

# WEEKLY WINNING WORKSHEET

VISION

MY IDENTITY: I AM...	MY LIFE PURPOSE	MY LIFE VALUES	MY LIFE MISSION	MY LIFE GOALS	10-YR GOALS _____
		1 2 3 4 5		1 2 3 4 5	1 2 3 4 5

TOP 3 PERSONAL GOALS:	ANNUAL THEME & PRIORITIES: _____	TOP 3 BUSINESS GOALS:
1	1	1
2	2	2
3	3	3

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
5 - 6AM		5 - 6AM		5 - 6AM		5 - 6AM		5 - 6AM		5 - 6AM		5 - 6AM	
6 - 7AM		6 - 7AM		6 - 7AM		6 - 7AM		6 - 7AM		6 - 7AM		6 - 7AM	
7 - 8AM		7 - 8AM		7 - 8AM		7 - 8AM		7 - 8AM		7 - 8AM		7 - 8AM	
8 - 9AM		8 - 9AM		8 - 9AM		8 - 9AM		8 - 9AM		8 - 9AM		8 - 9AM	
9 - 10AM		9 - 10AM		9 - 10AM		9 - 10AM		9 - 10AM		9 - 10AM		9 - 10AM	
10 - 11AM		10 - 11AM		10 - 11AM		10 - 11AM		10 - 11AM		10 - 11AM		10 - 11AM	
11 - 12PM		11 - 12PM		11 - 12PM		11 - 12PM		11 - 12PM		11 - 12PM		11 - 12PM	
12 - 1PM		12 - 1PM		12 - 1PM		12 - 1PM		12 - 1PM		12 - 1PM		12 - 1PM	
1 - 2PM		1 - 2PM		1 - 2PM		1 - 2PM		1 - 2PM		1 - 2PM		1 - 2PM	
2 - 3PM		2 - 3PM		2 - 3PM		2 - 3PM		2 - 3PM		2 - 3PM		2 - 3PM	
3 - 4PM		3 - 4PM		3 - 4PM		3 - 4PM		3 - 4PM		3 - 4PM		3 - 4PM	
4 - 5PM		4 - 5PM		4 - 5PM		4 - 5PM		4 - 5PM		4 - 5PM		4 - 5PM	
5 - 6PM		5 - 6PM		5 - 6PM		5 - 6PM		5 - 6PM		5 - 6PM		5 - 6PM	
6 - 7PM		6 - 7PM		6 - 7PM		6 - 7PM		6 - 7PM		6 - 7PM		6 - 7PM	
7 - 8PM		7 - 8PM		7 - 8PM		7 - 8PM		7 - 8PM		7 - 8PM		7 - 8PM	
8 - 9PM		8 - 9PM		8 - 9PM		8 - 9PM		8 - 9PM		8 - 9PM		8 - 9PM	
9 - 10PM		9 - 10PM		9 - 10PM		9 - 10PM		9 - 10PM		9 - 10PM		9 - 10PM	
AM Mastery	<input type="checkbox"/>	AM Mastery	<input type="checkbox"/>	AM Mastery	<input type="checkbox"/>	AM Mastery	<input type="checkbox"/>	AM Mastery	<input type="checkbox"/>	AM Mastery	<input type="checkbox"/>	AM Mastery	<input type="checkbox"/>
Daily 1	<input type="checkbox"/>	Daily 1	<input type="checkbox"/>	Daily 1	<input type="checkbox"/>	Daily 1	<input type="checkbox"/>	Daily 1	<input type="checkbox"/>	Daily 1	<input type="checkbox"/>	Daily 1	<input type="checkbox"/>
Daily 2	<input type="checkbox"/>	Daily 2	<input type="checkbox"/>	Daily 2	<input type="checkbox"/>	Daily 2	<input type="checkbox"/>	Daily 2	<input type="checkbox"/>	Daily 2	<input type="checkbox"/>	Daily 2	<input type="checkbox"/>
Daily 3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Daily 3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Daily 3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Daily 3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Daily 3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Daily 3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Daily 3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Daily 4	_____	Daily 4	_____	Daily 4	_____	Daily 4	_____	Daily 4	_____	Daily 4	_____	Daily 4	_____
Daily 5	<input type="checkbox"/>	Daily 5	<input type="checkbox"/>	Daily 5	<input type="checkbox"/>	Daily 5	<input type="checkbox"/>	Daily 5	<input type="checkbox"/>	Daily 5	<input type="checkbox"/>	Daily 5	<input type="checkbox"/>
Daily 6	<input type="checkbox"/>	Daily 6	<input type="checkbox"/>	Daily 6	<input type="checkbox"/>	Daily 6	<input type="checkbox"/>	Daily 6	<input type="checkbox"/>	Daily 6	<input type="checkbox"/>	Daily 6	<input type="checkbox"/>
Daily 7	<input type="checkbox"/>	Daily 7	<input type="checkbox"/>	Daily 7	<input type="checkbox"/>	Daily 7	<input type="checkbox"/>	Daily 7	<input type="checkbox"/>	Daily 7	<input type="checkbox"/>	Daily 7	<input type="checkbox"/>

MORNING MASTERY	DAILY DOSES	WEEKLY WINNING	MONTHLY GOALS	QUARTERLY GOALS	ANNUAL GOALS	3-YR GOALS _____
R 1	1	1	1	1	1	1
H 2	2	2	2	2	2	2
Y 3	3	3	3	3	3	3
T 4	4	4	4	4	4	4
H 5	5	5	5	5	5	5
M 6	6	6	Notes & Reflections:			
7	7	7				