

Planning for success with Guild →

A guidebook to make a plan — and stick to it — as you go through your learning program

Where are you headed?

Making a plan is about strategizing for what you want to happen in the future. Without a plan, life just kind of happens to you. But when you make a plan, you're taking steps within your control to make the future unfold the way you want it to. So, what do you want to achieve when you look ahead to your future?



Exercise:

Start by listing your goals. Think of these as your finish lines in the future. Some may be large; some may be small. Either way, we'll put together a plan to take you from where you are today to achieving these goals tomorrow (and tomorrow, and tomorrow).

Goal 01	
Goal 02	
Goal 03	



What steps will take you there?

The building blocks of a plan are the individual steps you'll take to get there. Without these, you could easily get knocked off course, become distracted, or give up. You prepare for success by identifying the steps you'll take to achieve your goals as you go through your learning program.



Exercise:

Practice breaking down the steps you think you'll need to take to reach the goals you listed in the previous section. These steps don't have to be perfect – and unexpected things might come up that you didn't plan for – but just the act of thinking ahead will better prepare you and make it more likely you'll follow through. →



oal 01
ep 1:
ep 2:
ep 3:
oal 02
ep 1:
ep 2:
ep 3:
oal 03
ep 1:
ep 2 :
ep 3:

How will this work day-to-day?

To follow through on your plan, it can be helpful to get in the habit of making to-do lists on a daily basis, weekly basis, yearly basis — or all of the above! Making a great to-do list helps to focus your attention, gets you organized, and makes tasks more manageable. Try putting your to-do list in a place where you'll see it often.



Exercise:

For practice, try drafting a to-do list for this week. This list could be organized by category, like all your to-do's for school, or multiple categories, like to-do's for school, work, home, etc. Make sure the items on your list are things you can accomplish this week, not big tasks that will take much longer to complete.

)-ao:	Week of	

What's in your control?

Something to keep in mind when planning: there will be factors within your control and factors you can't control. For example, you can control what time you wake up in the morning and what activities you do before work. But, you can't control the weather or a busy holiday season. Try thinking about the things you can't control as the lines you have to figu e out how to color inside of. In that regard, a little creativity can go a long way.

Challenge yourself to list the factors of your life where you have the most say. Seeing these things can help you understand where you can make adjustments to suit your plan and follow through on your goals.



Exercise:

Fill in the chart below as you think about what's in your control in different parts of your life. Do you decide morning routines in your household? Do you determine what devices you use to log in to online classes and do your homework? Can you influence your schedule at work? Jot down these elements that you can control.

wnere	I can control
At home	
At work	
At school	

Who could help you stick to the plan?

An accountability partner can be anyone you tell your goals and plans to. It's someone who can remind you of what you set out to do. By communicating with others about your goals and plans, you build a social support network. This network can make all the difference in achieving your goals.

Setting up accountability guardrails for yourself can be as formal as working with a mentor or a coach. And it can be as informal as telling your partner, your manager, a work colleague, a peer in school, or a friend about your goals and plans with your learning program, career, or both.





Tip:

Save your answers to the exercises above and come back to this guidebook whenever you need a refresher on your plan, to-do list, and encouragement notes you've jotted down.



Exercise:

Identify at least one person to share your goals and plans with. Explain to them what you plan to achieve and how you'll do it. This can be via text message, phone call, or in-person. Ready? Go!

All done? Great!

What reactions did the person have to your goals and plans? **Use the space** below to write it out and reference it for encouragement if you need to later.







