# Get Accelerated Planning System

Session 1 - 8 Simple Questions to Get What You Want

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## Get Accelerated planning method

*In preparing for battle I have always found that plans are useless,   
but planning is indispensable.*

*Dwight D. Eisenhower*

“

This simple, but high-impact planning method is designed to help you get clarity on what you want to accomplish, determine how you will get there and accelerate your success!

Many of us make our plans too complicated. This simple method lays out your high-level plans. Later you can make more detailed action plans for achieving each of your KPIs. But first, you need a high-level plan to tell you brain where you are going and how to begin the journey.

The 8 questions in this workbook are designed to help you decide what you really want. We’ve included additional clarifying sub-questions to make it easier for you to get clarity around your answers. Clarity is key to success. Next, enter your plan on the GAPS Plan worksheet. Review your plan daily, or at least once a week. Just 2 minutes will make a dramatic difference in how well and how quickly you accomplish your goals.

### GAPS Planner

Question 1: How Was This Year

|  |  |  |  |
| --- | --- | --- | --- |
| Research with solid fill*Look Back* | | | |
| ➊ **How Was This Year?** | | | |
|  |  |  | |
| **Scale 1-10** |  | ➊ ➋ ➌ ➍ ➎ ➏ ➐ ➑ ➒ ➓ | |
|  |  |  | |
| **Gut Reaction** |  |  | |
|  |  |  | |
| **Achievements** |  | *Goals Set* | *Goals Met* |
|  |  | *Benchmarks* | *Achievements Along the Way* |
|  |  | *I’m Proud Of …* | *Achievements Not Acknowledged* |
|  |  | *What did this make possible?* | *Who do I need to acknowledge?* |
|  |  |  | |
| **Goals Not Met** |  | *Goals Missed* | *What Got in the Way?* |
|  |  | *I regret* | *What did it cost me?* |

Question 2: What Did I Learn?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Research with solid fill*Look Back* | | | | | |
| ➋ **What Did I Learn?** | | | | | |
|  |  |  | | | |
| **Gut Reaction** |  |  | | | |
|  |  |  | | | |
| **Recurring Themes** |  |  | | | |
|  |  |  | | | |
| **Lessons Learned** |  |  | | | |
|  |  |  | | | |
| **SWOT** |  | *Strengths* | | *Weaknesses* | |
|  |  | *Opportunities* | | *Threats* | |
|  |  |  | | | |
| **What will I** |  | *Start Doing* | *Continue Doing* | | *Stop Doing* |

Question 3: What Do I Want This Year?

|  |  |  |  |
| --- | --- | --- | --- |
| Binoculars with solid fill*Look Forward* | | | |
| ➌ **What Will I Want This Year?** | | | |
|  |  |  | |
| **I want …** |  | *Finances & Things* | *Accomplishments & Emotions* |
|  |  |  | |
| **SWOT** |  | *Biggest Opportunities* | *What Lights My Fire?* |
|  |  | *What Matters Most?* | *I’m Excited About* |
|  |  |  | |
| **I will *(goal)* by *(date)*:** |  | *Professional*  *Financial*  *Emotional*  *Family*  *Contribution, Legacy*  *Things, Experiences* | *What does it look/feel like?* |

Question 4: Why Do I Want It?

|  |  |  |  |
| --- | --- | --- | --- |
| *Heart with solid fillLook Forward* | | | |
| ➍ **Why Do I Want It?** | | | |
|  |  |  | |
| **What Will It Make Possible?** |  | *What Will I Get?* | *What Will I Be Able to Give?* |
|  |  |  | |
| **Why Is It Important**  5 Whys Deep |  | *Why do I want it?* | *Why is that important?* |
|  |  | *Why do I want that?* | *Why is that important?* |
|  |  | *Why do I want that?* | *What is most important about these?* |
|  |  |  | |
| **What if …** |  | *What would happen if nothing changed?* | *What would failing mean?* |

Question 5: What is the Gap?

|  |  |  |  |
| --- | --- | --- | --- |
| *Action Plan* | | | |
| ➎ **What is the Gap?** | | | |
|  |  |  | |
| **GAP**  *Difference between current and desired state* |  | *KPIs* | *Performance Level* |
|  |  |  | |
| **What must change** |  | *What more must I do?* | *Who must I become?* |
|  |  |  | |
| **Challenges to solve** |  | *What is in my way?* | *What is holding me back?* |
|  |  | *Is that really true?* | *How do I solve/overcome this?* |

Question 6: How Will I Make It Happen?

*Δ*

|  |  |  |  |
| --- | --- | --- | --- |
| Hero Female with solid fill*Action Plan* | | | |
| ➏ **How Will I Make It Happen?** | | | |
|  |  |  | |
| **Strategy** |  | *Strategy* | *Core Principles* |
|  |  |  | |
| **Key Performance Indicators** |  | *KPIs* | *Timeframes* |
|  |  |  | |
| **Action Plan**  *and milestones* |  | *What do I need to do?* | *Who do I need to be?* |
|  |  | *How will I do it?* | *How will I raise my performance level?* |
|  |  | *Is that enough?* | *Alternative solutions?* |
|  |  |  | |
| **Resources** |  | *What resources do I need?* | *What skills do I need?* |
|  |  | *What do I already have?* | *How/where can I get the rest?* |

Question 7: How Will I Measure Progress & Success?

|  |  |  |  |
| --- | --- | --- | --- |
| Hero Female with solid fill*Break it Down* | | | |
| ➐ **How Will I Measure Progress & Success?** | | | |
|  |  |  | |
| **Key Performance Indicators** |  | *KPIs* | *How will I track (tools/method)* |
|  |  |  | |
| **Benchmarks** |  | *Benchmarks* | *Year* |
|  |  | *Benchmarks* | *Quarter* |
|  |  | *Benchmarks* | *Month* |
|  |  | *Benchmarks* | *Week* |
|  |  | *Benchmarks* | *Day* |
|  |  |  | |
| **Accountability** |  | *Who will I be accountable to?* | *Who else is accountable?* |
|  |  | *How / when will I report progress?* | *How will I align, engage & support them?* |

Question 8: How Will I Adapt?

|  |  |  |  |
| --- | --- | --- | --- |
| Brainstorm with solid fill*Agility* | | | |
| ➑ **How Will I Adapt?** | | | |
|  |  |  | |
| **Specific circumstances** |  | *Problems* | *Solutions* |
|  |  |  | |
| **Exceeding Expectations** |  |  | |
|  |  |  | |
| **Meeting Expectations** |  |  | |
|  |  |  | |
| **Falling Short of Expectations** |  |  | |
|  |  |  | |
| **Team** |  | How will I communicate with team & accountability partners? | *How will I get back on track?* |

What I Am Accomplishing This Year

|  |  |  |  |
| --- | --- | --- | --- |
| Brainstorm with solid fill*Plan in a Page - Review Daily* | | | |
| **Annual Plan Summary** | | | |
|  |  |  | |
| **Goals** |  | *What I’m Accomplishing* | *Why It’s Important* |
|  |  | *How it Looks, Feels, …* | *What’s at stake if I miss* |
|  |  |  | |
| **Strategy** |  | *Strategy / Approach* | *Core Principles* |
|  |  |  | |
| **Plan** |  | *Actions (What/How to do)* | *Performance Level* |
|  |  |  | |
| **Key Performance Indicators** |  | *KPIs & Benchmarks* | *Timeframes* |