

REPLANNING CHEAT SHEET

From Chapter 9 of
Winning The Week: How To Plan A Successful Week, Every Week

"We cannot
direct the
wind, but
we can
adjust
the sails."
- unknown

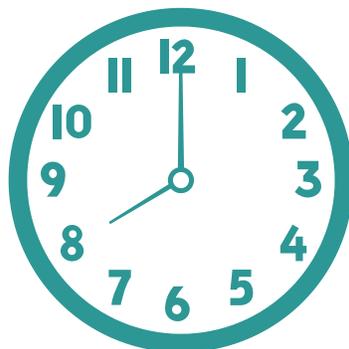


WHAT TO DO DAILY

Take 15 minutes at the start of each day (or at the end of the day if you prefer) to do a review of how reality has shifted since you set the course.

- Evaluate your progress to your number one priority. Are you on pace to finish that priority by the end of the week? If not, what needs to happen to get you back on track?
- If you got blown off course in a significant way, what has to be sacrificed, traded, or adjusted to get back on course?

Take swift action to shift around work blocks, reprioritize, and push some tasks into the following week. Feel free to cancel or reschedule appointments in light of these changing circumstances, and defer shallow work to preserve your deep work time. Remember, this is why you scheduled U UW time into your week—so use it! This gives you essential flexibility when the unexpected happens.



WHAT TO DO THROUGHOUT THE DAY

You can take actions throughout the day to combat the effects of U UW (unwanted, unplanned work). Here's what to do when you get blown off course:

1. Does the U UW have to do with your top priority?

If so, welcome the opportunity to move that priority forward! Even if it adds time and work to your plate, it's still getting you towards your big goal. So lean into it!

2. Is there a negative consequence if you don't get it done right away?

And by the way, the consequence of someone being disappointed doesn't cut it. I'm talking about real consequences, like losing a client or missing a huge opportunity. If there's no real consequence, then delay as long as possible.

If there is an unacceptable consequence (like a client threatening to leave), remember to use your U UW time to tackle this. And be sure you're not using "first-tier energy" to tackle it. First tier energy means those precious hours when you can do your best work. If it's shallow work, push it to the end of the day and use "second-tier energy" to deal with it.

3. Negotiate to push the deadline out as far as possible.

Push hard! Bring the other party's awareness to the fact that their last-minute request is hurting your plans. That will train them to pause and think from your perspective the next time they have this kind of request. Otherwise, you're training them to drop grenades in your lap! This is an opportunity to change the incentives of the people around you.

4. Force yourself to use all the time you're given.

Do not complete tasks earlier than expected. It's easy to think to yourself, "well, this feels so important, and people are breathing down my neck; I might as well get it done now." But the opposite is true! If you answer emails right away, you're training people to expect an instant response every time. When you complete tasks days ahead of schedule, you're creating a new baseline that becomes an expectation. Besides, when people realize they can't get their way instantly, they tend to help themselves more.

