

WEEKLY PLANNING SYSTEM

BY JO BENDLE



THE SET ME UP FOR SUCCESS CEO DATE

If you take control of your weeks, your months and years will manage themselves just fabulously.

What I'm about to share will ensure you achieve more in a week than most people do in 1 (or even 3) months.

I'm not joking.

It's **THAT** effective.

You're about to learn my quick method for reviewing your progress and planning your week so that you can experience consistent, DAILY growth in your business.

This powerful tool will help you gain momentum in your business even when you hit those inevitable business roadblocks (which you will!). It's also going to keep you laser-focused on the RIGHT tasks.

#gamechanger

THIS STRATEGY IS LITERALLY MY SECRET WEAPON.

Give it a go - it took me a few weeks before I managed to get it to click, I've been using it for about 7 years now and I really notice the difference in how much I get done, and how I feel, when I DON'T make time for it.

Make it a non-negotiable in your weekly schedule. You won't regret it.

Get ready to: Review. Tweak. Improve.

And watch what happens to your business.

Love Jo x



Jo Bendle
Founder: Meant for More Movement



Jo Bendle, CEO and Founder



Ok I'm convinced,

tell me more Jo...

Every single week I sit down and have a gorgeous “date” with myself as the CEO of my business (and life). I invite the Real Jo, (my next level self) to join me and I use this time to literally step into my “CEO shoes” and objectively review what’s working and what’s not working, and then I plan out my next 7 days.

It’s so simple yet incredibly powerful.

I use this time each week to look back at the last 7 days and gain more awareness of what’s currently working, or not working. Doing this frequently means you can course correct (or call yourself out when you need to!) without only realising 3, 6, or even 12 months down the line.

It might get a bit uncomfortable when you get up close and personal with what you’ve been avoiding! That’s why I say treat it as a “CEO Date”.

It’s time to show up for your Future Self whose life actually depends on what you do today and next week!

I am always focusing on setting my future self up for more success. Past Jo is the reason I have the life and business I now have!

So bring business owner YOU to this meeting and make sure it’s judgment-free.

Take a good look at what’s really going on. No beating yourself up required. Just beautiful awareness so you can make some different choices that will benefit Future You.

This powerful weekly date with yourself will help you get real momentum in your business, no matter what life is throwing at you, how busy you are or if the kids are on school holidays!

This is about getting up close and personal with what is and isn't working and tweaking for the week ahead.

You can't keep doing the same thing and expecting different results!

Being honest with yourself about what you are choosing to prioritise.

“What you do
today can
improve all your
tomorrow's”

– Ralph Marston

First rule of #meantformore: Be Honest

You can't keep doing the same thing and expect different results.

Expect to get uncomfortable when you have to face the fact that the same goal is still sitting on your To Do'.

THIS IS HOW YOU GROW.

Once I've done this review I then look ahead at the next 7 days, what's already in the diary, how much time I really have available to work on growing my business, (and not just running it). Have I scheduled time for personal stuff and self-care?

And then when I can see exactly how much time I have available to work ON my business I plan out WHEN I will work and WHAT specifically I will commit to achieving in the next 7 days.

Every single week I give myself weekly goals to focus on.

Small goals every week is how I changed my whole life, left the UK, created an international movement empowering women, all whilst traveling the world and doing all the things that used to be on my vision board.

Literally one CEO date at a time. One week at a time.

Because this tool made sure that every single week I was focused and intentional about what I was giving my time (and energy) too.

If you are often getting to the end of the week having not achieved your weekly goals and you're starting to feel like a failure – maybe it's because there aren't enough hours in the week and this is good info to have!

The reason this works so well. . .

I never want to start my week without knowing exactly what my focus is and the reason that this whole system is so powerful is that I am removing as many **daily decisions** as I can out of my day.

As soon as I have to make decisions I go into overthinking and self doubt may even pop up and slow me down, so removing decisions by DECIDING each week what your goals are, and what your daily actions are to achieve that goal is where the magic really is.

This will change your life, but you have to actually do it!

Focus on taking control of the weeks and you will be amazed how much you achieve in a 3 month period.

Make this system your own. Try it as is. Then add things that you personally want to track.

You might get it done in an hour or you may choose to block out a couple of hours to also schedule your weekly content.

Decide how you can best set your weeks up for success and then do that every week.

This really is a power tool.

Call yourself out if you're not showing up for what you say you want!

And give yourself compassion if it was a week where there was a lot happening outside of your business. Your mind will want to tell you that you didn't achieve much – this is how you see that's not often true.

When to hold this game changing meeting

It doesn't really matter "when" but try and do it at the same time every week so it becomes a habit. It might be Friday afternoon, Sunday or even Monday morning. Whenever it makes the most sense for you, but keep the same time each week.

Turn it into a beautiful ritual. Light candles. Do whatever you need to do to show up for this intentionally because it really will change your life.

And don't forget to play around with it and make it work for you.

Let it become this gorgeous secret weapon that literally sets you up for success every single week.

It's also a good chance to check in on your bigger goals and dreams and any stats you might want to be tracking.

This is the best gift you can give to your future self - a weekly planning date where you review, recommit to what matters, and plan ahead.

Remember this is also about removing daily decisions which not only take time but also mental energy too.



5 STEPS TO HOLDING A POWERFUL WEEKLY REVIEW (AKA THE CEO DATE)

The following process should be done every single week. I suggest setting a recurring date with yourself, the same time every week, so it turns into a habit.

STEP 1 IS TO CELEBRATE (5-10 MINS)

Don't miss this step!

Look back over the last week and celebrate your successes. The more you celebrate your successes the more successes you get. My mind will usually go into this meeting saying you didn't do anything this week! This step proves my mind very wrong every time.

We are not utilizing the power of celebrating anywhere near enough. It's actually an underutilized productivity tool.

Are you celebrating yourself every single week?

- When you choose to rest and not push through, are you celebrating yourself for that?
- Are you celebrating the small wins and the big wins?
- The small shifts in thinking?
- Your ability to change when necessary.
- Celebrating where you said no. Celebrating where you said yes.
- Celebrating that you are not the same woman you were even 3 months ago.

Let's celebrate what you DID achieve.....you might be surprised!

I DARE YOU: to celebrate yourself loud and proud and watch what shifts in your business

STEP 2 IS TO REFLECT (5-10 MINS)

Reflect on the week just gone. What went particularly well? What could you do better? What didn't get done and why? What can you tweak and improve for next week and what will you rinse and repeat because it's working well?

This information is GOLD....Be honest.

Self-awareness is game-changing - we want to find out what you're avoiding, what you're not showing up for.

Then you get to decide - is this still a priority for me? Do I need to remove it altogether? Get someone else to help me? Get some accountability?

Use the awareness to implement whatever it is you need to keep taking massive action on the right things, removing what you're no longer focused on.

STEP 3
IS THE 5-MIN
BRAIN DUMP
(5 MINS)

It's time to clear your cluttered mind so that you can plan for the week ahead. Write down all the tasks, ideas and commitments that have been building up over the week.

Our minds are super powerful – but not when they are full. When you clear your mind of all the To Do's and thoughts, that's when you can clearly identify what to focus on for the coming 7 days.

STEP 4
IS TO CLARIFY
AND COMMIT
(20 MINS)

Now it's time to revisit your monthly and quarterly goals and make sure you are still heading in the right direction.

Clarify exactly what you want to have achieved by the end of next week, identify your #7daygoal (business and personal) and break it down into bite-sized MIA's (Most Important Actions).

STEP 5
IS TO
SCHEDULE
EVERYTHING
(15 MINS)

What we don't want is you beating yourself for not moving forward when the reality is you don't have time right now to do so.

Head to the calendar and schedule out your week. Use 'time blocks' for all the areas you want to focus on next week.

First schedule your self-care, personal and family commitments,.

Then 'batch' work tasks and don't forget to put in buffer time (free blocks of time for the unexpected) every single day so that when the unexpected does happen (let's be realistic here), it doesn't derail your whole week.

Look at this as a gorgeous step where you get to plan and create your ideal and perfect week.

Remember that everything you do now is making life easier for your Future Self.

Having pre-scheduled time blocks allows me to enjoy guilt-free time off.

Let's dive into your first CEO Date...

Step One

is to CELEBRATE (5-10 mins)

What can you celebrate from the last 7 days?

Step Two

is to REFLECT (5-10 mins)

What was your goal for last week? Did you achieve it? If not, why?
(Self-awareness is game changing)

Step Three

is the 5-min BRAIN DUMP (5 mins)

What's on your mind? Those brains are powerful but not when they are full!
Have you identified your priorities for the coming week? Do that now...

Step Four

is to CLARIFY AND COMMIT (20 mins)

Revisit your bigger goals and commit to what you will prioritise over the next 7 days. What would you love to have achieved, moved forward or completed this time next week?

Step Five

is to SCHEDULE EVERYTHING (15 mins)

Have you looked ahead and planned out WHEN you will work ON your goals next week? Do that now.

I hereby confirm I have scheduled my time blocks in my calendar and identified whether I have time for everything, (and tweaked my goals accordingly if not) so as to head into next week realistic and achievable and on track for a wildly successful and really productive one:

Signed.....

“The key is not to prioritise
what’s on your schedule but
to schedule your priorities”

– Steven Covey



About Jo and the Meant for More Movement:

As a busy entrepreneur, you want a thriving business that fits your lifestyle (and not the other way around).

The problem is, you're always in busy mode - and it's discouraging to see all the hard work you put in isn't yielding the results you want!

What if I told you you don't need to sacrifice your life in order to have a profitable and fun business?

Hi, I'm Jo Bendle, and I help women in business get more clarity, focus, and motivation so they can step up in life and business and claim the more they know they're meant for!

You're gonna need bigger dreams by the time the "battle-tested" Meant for More® Framework has finished with you!

That's just what happens around here!

First, you take back control and create more space with "purposeful productivity tools". This weekly planning system can help you take the first steps; if you're ready for more, check out my online course "Get Productive".

When you're ready to break through your self-imposed limits and discover what you're really capable of, I invite you to join The Lab.

The Meant for More® Movement is for women who refuse to settle...because deep down you know you're meant for more!

