

Single Daily Action Plan (SDAP) Instructions

On the following page is a Single Daily Action Plan for you to copy and reproduce.

The SDAP is a tool to help you discipline yourself to shape your future by taking action in the present based on your past results. It's easier to know where you're going if you know where you have been. Be disciplined in the application of this: 'With discipline comes freedom.'

It works on the S*M*A*R*T principle: **S**pecific - **M**easurable – **A**ttainable – **R**ealistic – **T**imely.

Here's what you do;

- (1) Decide on the number of people with whom you are going to start a **Process of Discovery** each week, focusing on your **PURPOSE**.... which is discover if they have any problems you can help them solve. It doesn't matter if there isn't enough time to talk about your solution, or if you feel your solution is not the correct one for them... Just start the Dialogue.

Write this weekly goal at the end of the top line in the box. **I will start a Dialogue....** ____

Make the number REALISTIC with some *s-t-r-e-t-c-h!*

- (2) Divide the weekly number by 7 and put that into each day of the Daily Goal (new) box (grey area)
- (3) Under that put a check mark for each new Dialogue you start.
- (4) Depending on the outcome of the Dialogue, check the appropriate box under that.
- (5) As you move forward each day, you will reconnect with people from the previous week(s). Put a check mark in the appropriate box whenever you connect or reconnect.
- (6) At the end of the week, add up the horizontal columns to determine the Week's Total and review your progress and goals.
- (7) At the end of the month, review the previous 4 weeks. Make adjustments to strengthen your approach if necessary. For example. If you're taking a lot of Action Steps and getting very little in the way of 'No's' or final 'Commitments'... it might be because you're Action Steps are not following the S*M*A*R*T formula.

Remember, this powerful tool is for YOU. As Woody Allen put it, "80% of life is showing up" It's and it's about you showing up for you and for those who are looking for your help. It's just a matter of finding them!



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800.758.6989 or 775.886.0777

SINGLE DAILY ACTION PLAN (SDA)

Week of _____

Week # _____

I will start a Dialogue with this number of people each week to Discover if I can be of service ____								
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Week's Total
Daily Goal								
Daily Actual								
Yes - Action Step								
Yes – Commitment								
No!								

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