



Chamber University

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*Intention Planning*



WORKBOOK

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# K E Y P O I N T

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Set your intention for the year:

Pause and Reflect...

**What worked?**

**What didn't work?**

**Do More:**

**Do Less:**

# GOALS



GOAL:

ACTION PLAN

1.

2.

3.

4.

DEADLINE:

GOAL:

ACTION PLAN

1.

2.

3.

4.

DEADLINE:

GOAL:

ACTION PLAN

1.

2.

3.

4.

DEADLINE:

GOAL:

ACTION PLAN

1.

2.

3.

4.

DEADLINE:

Be Sure to Add These to Your Calendar!

# ROUTINE



Keep track of what you're doing to help you get in control. This will help you get organized and create better habits.

## WEEKLY SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00am							
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							
9:00pm							
10:00pm							
11:00pm							
12:00pm							

# LEARNING BY APPLICATION



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## *ENRICHMENT ACTIVITIES*

### **Intention Planning**

- **Set your daily, weekly, and quarterly intentions**
- **Plan your days and weeks with intention**
- **Document and celebrate your wins**
- **Chick-in with yourself regularly to help stay on track with your long-term goals**
- **Remember the important things you can't do today, but will do later**
- **Get more hours out of your day**
- **Identify and focus on the most important things at work**
- **Own your mornings and evenings**

### **Recommended Reading:**

[The Power of Intention](#)