The Most Effective Way to Finish a Day – Go to the SPA

The **SPA** (**S**trategic **P**lanning **A**ppointment)

The Purpose for the SPA

Be fully prepared to complete planned strategic work the following day.

Guidelines for a Successful SPA

1. Create a recurring appointment for the SPA.
2. Suggested times for going to the SPA is about thirty minutes before normal leaving time.
3. The suggested length of time for a SPA is 10 minutes maximum.

Agenda for the SPA

1. Enter all tasks not completed or not yet entered into the Master Task System.
2. Drag emails with tasks into the Task Section of Microsoft Outlook.
3. Review any appointments/meetings for tomorrow.
4. Schedule **FWT** (Focused Work Time).
5. Create the **S**trategic **W**ork **A**ctivity **T**ask (**SWAT**) list for tomorrow.
    a. Review your strategic work to determine what strategic activities need to be accomplished tomorrow (Use the app – TotallyAccountable on your smartphone).

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