

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

The SPA (Strategic Planning Appointment)

The Two Purposes for the SPA

1. To plan tomorrow today
2. Be fully prepared to operate in a proactive manner

Guidelines for Successful SPAs

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 Strategic Work Activity Task (SWAT) list for tomorrow
 - a. Review your strategic work to determine what strategic activities need to be accomplished tomorrow