

Natural Healing Express Weekly

Column Volume 257 Five Phases of Project Planning

Well, I all can say is wow, Wow, WOW! Thank you for all for the support and the kind words regarding last week's article. I am astounding beyond belief that so many of you actually read this column and that you took the further step of getting in touch with our family to show your support. Thank you, thank you, thank you. It means so much.

And before I launch into this week's topic, there are a few people near and dear to our families that need an acknowledgment!! My brother has absolutely fantastic caregivers! Here's to you Jenny (and Aaron), Nicki, Shawna, Louise and Amanda (and Tyler). If it wasn't for you all, we would be in deep doo doo. And there is one other guy (a strong strapping football player, too, so watch out Le-Win opponents) – Mr. Trevor. That kid and his grandpa can fix just about ANYTHING. And do not mess with his Grandma with a heart of Gold..MaryLou!! Anyhow, we have finally had a chance to step back and count even more blessings and what we know is there are many great people in our lives! Thank you all! God Bless.

Now, onto this week's topic. We will discuss how to get projects creatively underway! And there are five basic steps. This is in part taught by David Allen's Book "Getting things Done!" So, here we go.

Remember, these are steps to help you PLAN your next project! We will discuss how to get it done with little stress next week. Cut and Paste Alert!

Five Steps to Getting a Project Planned Creatively

1. Define Purpose and Principles
2. Outcome Visioning
3. Brainstorming
4. Organizing
5. Identify Action Steps.

So, in the interest of time (yes, on a tight deadline here) and space. I will define a one sentence definition for each step.

1. Define Purpose and Principles – Ask the WHY question here..Why am I about to do this and what is the purpose of my task?
2. Outcome Visioning – Focus, Focus.. Now ask the What am I doing? What will be the end result of this task/project? How does it contribute to society and me/my family?
3. Brainstorming-Perhaps the most fun of this part—get it all out there. My favorite it so take a white piece of paper and to draw a circle in the middle with the project name in it. Then I take colored pencils and jet lines off of the circle with considerations named on each line. An example is the project in the middle is Roger's book and a line extending from it might be Time involved, or another, Budget, or another Common Creative Space, or another, Find Editor... get the idea?

4. Organizing –Here is what David Allen recommends – Key steps to organizing—Identify the SIGNIFICANT PIECES, Sort by components, sequences and/or priorities.
Then detail process to the required degree. Some projects will take much more organization than others.
5. Identify Action Steps—Decide on Next actions for the current moving parts of the project.
Sometimes this is exactly where one goes, uh-huh...Looks like there is more to plan. And, that is great! Just start back over and Step one and roll through! If you are complete in the process, begin the action steps!

Enjoy! Hope to see you soon and as always, please contact us via one of the following methods. Natural Healing Express: Phone 815 990 8732, email: skscham@aol.com 204 W Main St, Lena, IL 61048.

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