

Clarity Project Planner

Welcome!

Welcome and congratulations on moving from chaos to clarity! I am so happy that you decided to use this fantastic tool! This planner is designed specifically to remove chaos from your day by helping you focus on what matters most and helping you stay on track.

If you're a leader of a team, a business owner, or even the leader of your household, you know how easy it is to get caught up in the chaos of the day. Too many things fall on the "to-do" list. You end up feeling stressed out, overwhelmed and out of control.

It's difficult to see clearly what the next right steps are to take you where you want to go.



The right tool.

So many people are looking for the right project management tool. I've worked with complex teams that included overseas vendors, team members in multiple locations and cross-functional departments.

I found that the more "sophisticated," the tool, the less effective it became. Why? Simple because simple works. I think you're going to love this project planner and tracker. It's a simple template that allows you to document each step in phases, identify due dates, and use a simple color coding system to alert you when you're off track.

Chunk it down, and get it done!

This tool helps you take your priority tasks and chunk them down into manageable pieces.

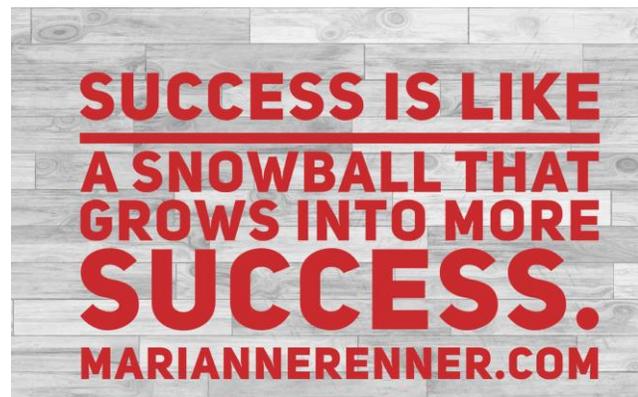
When you complete a small, manageable task, you feel successful. And a feeling of success will serve as fuel that keeps you going and breeds more success. Pretty soon, you've created a snowball of success that builds bigger and bigger.

This tool will help you chunk down your tasks so you don't feel overwhelmed. You'll have a way to create a manageable plan as well as track your progress.

No more procrastination

A big cause of procrastination is facing a task that just feels daunting. I've worked with many entrepreneurs who are stuck on building a web site, for example. No wonder they're procrastinating – that's too big!

Chunk it down into smaller pieces such as writing copy for the home page. Now that's something that could be completed in a day.



Create a scoreboard

This tool will serve as a planner and a tracker. Using colors will help you identify if you're on track or off track.

It works as a scoreboard to let you know if you're winning or losing the game.

Below you will find 2 templates:

First, an example populated with sample ideas.

Next, a blank, workable template.



Clarity Project Planner

Example:

Project name: 5 Steps to Reaching Your Goals Workshop
Goal: Workshop is designed with 10 Registrants by July 21

LEGEND: Status	
Completed	
Planning/Prep	
Past Due	

LAST UPDATED: 11/26/2018

Description:	Week of: 6/6	6/13	6/20	6/27	7/4	7/11	7/18	7/25
Design and Planning								
Develop outline and purpose of workshop	6/10							
Develop curriculum		6/18						
Develop Planning template		6/19						
Logistics: Location, Date, Time			6/20					
Promotion								
Create plan for Promotion				6/27				
Post on web site				6/28				
Post on social media				6/28	7/8	7/13	7/19	
Post on newspaper event calendars					7/6			
Logistics								
Purchase supplies						7/14		
Confirm # registrations							7/21	
Finalize food order							7/21	
Assemble workbooks and handouts							7/22	
Workshop								7/25

How did it go?

Did you populate your Clarity Project Planner?

If you' like this tool and you want to get even bigger results, here are 2 ways I can help:

Coach with me - 1 on 1 coaching can be one of the most transformational experiences for anyone seeking growth. If you're feeling stuck and can't seem to gain forward momentum in your business or career, let me help you move from chaos to clarity.

Mastermind 360 - if you're committed to long-term, transformational growth, check out my private group helping leaders become all they were meant to become!



Simply email me at Marianne@MarianneRenner.com and we'll start the conversation!

What people are saying:

“She helped me see what I could not. She helped me gain clarity into what was holding me back in moving forward with my business.”

“Since working with Marianne, I now have a game plan that I feel confident I can implement.”

“I got major clarity on key steps I needed to take to scale my business and was given specific tools and systems that are saving me a ton of time and increasing my overall efficiency.”

“She helped me put together a sustainable system that allowed me to move from chaos to clarity in my gigantic and seemingly impossible dreams. The tools and strategies Marianne provided have given me the confidence to believe that those dreams could actually come true.”

“Marianne's experience, caring spirit, wisdom and powerful coaching abilities were truly life changing for me. I feel free and there is no lid on my career dreams for the first time in my life!”