

IF YOU ARE LOOKING FOR SUCCESS

*Yes, you can
make it happen*



**THE GUIDE WITH THE 8 ELEMENTS THAT
EVERY SUCCESSFUL PLAN MUST HAVE.**

Dr. Liana C. Sáenz

www.leadinforce.com

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People don't plan on failing, they fail because they don't plan.

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3

INTRODUCTION

4

OBJECTIVE

Start with the What and the Why

5

SMART

Establish your effectiveness

6

RESOURCES

Do your inventory and manage it

7

DESIGN

Add your personal touch

8

EXECUTION

Take action and self-govern

9

HABITS

Increase your intentionality

10

EVALUATION

Measure your plan and performance

11

RENOVATION

Revitalize your life, complete your goal

12

Note from the Author





With the rapid passing of time, it increasingly becomes more challenging to be in control of our days.

One of the great challenges of this century is to maintain the right focus, in the midst of a significant amount of information and distractions (some disguised as opportunities.)

Even more so, in a world of a high productivity demand, good intentions, dreams of great achievements, extraordinary and innovative ideas are worth nothing, if we do not have an action plan that is executed daily.

What is your plan of action for success?

Achieving success requires a clear objective and an action plan where you can find the answers to: why? How? When? Where? With whom? With what resources?

If you are executing your action plan, congratulations! Keep going! I hope this material is a good evaluation of the basic elements in your plan.

But, if you still do not have it, you are in the right place; keep reading and start creating it today.

In this eBook, you will find simple ideas that can change your life. Practical steps for you to take immediate action and a coaching exercise that will allow you to increase your intentionality.

I hope this program adds value to your personal and professional life.

Thanks for visiting my website and blog. Hope to hear from you soon.

I wish you success in your projects!

Liana

“

*If you can dream
it, you can do it!*

Walt Disney

”



The first thing is to have a clear idea of what you want and why you want it. If you want to achieve it, you must start with the end in mind: your **OBJECTIVE**.

Having a clear vision of where you are going is essential, otherwise you will be walking aimlessly with busy days but without priorities or results.

You must visualize it and be able to describe it with great accuracy.

In the same way it is essential to know the "why" for the goal you want to achieve. The "why" is what keeps your energy and your passion. It keeps you focused and committed; determined not to stop despite challenges or circumstances.

Do not continue with element 2 without having a "why"; believe me, you will need it frequently throughout the execution of this plan to succeed.

Practical Steps

Your answers must be in writing.

Add as many details to your answers as possible.

Coaching

Meditate and respond in writing. What is your goal? What would a day in your life be like when you reach that goal?

Who have you become after reaching the goal? What abilities have you developed in the process?



“

*Being disciplined is paying
the price to bring
a vision to reality.*

Stephen Covey

”

Your objective must have an adequate approach. Check it by verifying that it is:

Specific: That you can explain exactly what you want to achieve and how.

Measurable: Comparable, easy to apply and evaluate. Thus, in case of deviations you can take corrective measures.

Achievable: Its execution is possible. It can be ambitious and challenging. Do not limit your faith or your imagination. If nobody has ever reached it before, magnificent. If you believe it, you will achieve it. But, divide the task into achievable steps daily and one at a time.

Realistic: Use your current resources and capabilities. Include yourself, your time and your abilities. Do not wait for the other necessary resources, start today, with little, but start.

Time: Determine the date to start, execute and finish your project. The discipline to meet these dates is your best ally to increase your commitment.

Practical steps:

Develop this step in writing.

Review your daily activities and open space in your calendar.

**Then add the
dates** to start,
executing and to
be able to finish
your goal.

Coaching

Reflect on your daily agenda What daily activities can limit the successful execution of your goal? How can you remove or delegate those activities?



“

*It's not that we have
little time, but that
we waste a lot.*

Seneca

”

Practical steps

Make a list of the resources you need in order to achieve your goal..

Believe in yourself, invest in your personal and professional growth

leadinforce.com can help you

Coaching

Make a list of your strengths and analyze: are you using your strengths as a primary resource for your projects?

Each objective requires different **RESOURCES**. Even if you do not have of all them, it is valuable to know what you require. As you move forward in your goal and your capabilities, you will continue to create and find more resources.

Consider these 3 fundamental rules:

You are the best of your resources. You are the one who knows where you want to go and knows your dreams better than anyone else. You have the strengths and the potential to take your projects to the pinnacle of success.

Your time, the most expensive resource. Do not waste it. There are 24 hours a day, 7 days a week and this cannot be changed. What you can control is what you do every day. If you dedicate your days to live out your priorities, they will be very productive and intentional.

The great resource: association. No one reaches success on their own. Your strengths and abilities together with those of others make success a reality. Your association can be intentional based on the resources you do not own and the areas that you need to grow.

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*You don't have to be
great to start,
but you have to start
to be great.*

Zig Ziglar

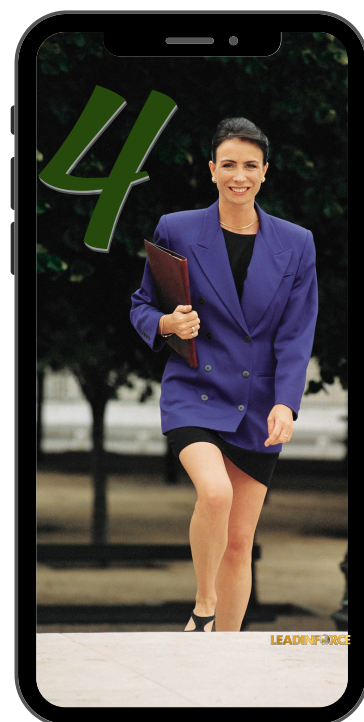
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DESIGN your plan to success by establishing in your calendar the hours and days you're going to take action. Your plan is going to be unique because it is a reflection of your objective and potential. For your plan to be effective it needs to have your personal touch:

Eliminate your excess: Increase your productivity, evaluate your days closely, identify the activities that do not contribute to your success and eliminate or leave them.

Section out what you want to achieve: Break down into small steps what you are trying to achieve. Based on your schedule and commitment to your project take it one step at a time. Make sure everyday you are working towards your goal.

Use your strengths: Your strengths have everything to do with what you desire to accomplish in your life. Your strengths are what will allow you to achieve success. Use them.



Practical Steps

Recognize what your strengths are.
Take a personality test.

Prioritize. Learn the principle 80/20 (Pareto) and apply it to your project.

Coaching

Make a list of the areas that are important in your life, reflect: Are your daily activities including those areas? What can you do to increase your intentionality on a daily basis?



“

*Success is the sum
of small efforts,
repeated day in
and day out.*

Robert Collier

”

The **EXECUTION** of any plan is no other than putting it to action. These 3 elements are going to help you execute it successfully:

Daily Observation: Examine constantly between what you write and what you are doing. Be loyal to your plan. If it is necessary, adjust it to your reality but do not stop it.

Self-Govern: Take control of your resources. Maintain self-discipline: govern what you think, say and do. Self-develop, commit yourself to growing daily in your personal and professional life. Good decision making and discipline are two sides of the same coin, one cannot be without the other .

Right Attitude: Encourage yourself to have a positive mind, and stay away from negativity. Get rid of excuses. Focus on the results. Practice your faith and conviction. Avoid an instant-results kind of mentality. Your success plan is a process not an event.

Practical Steps

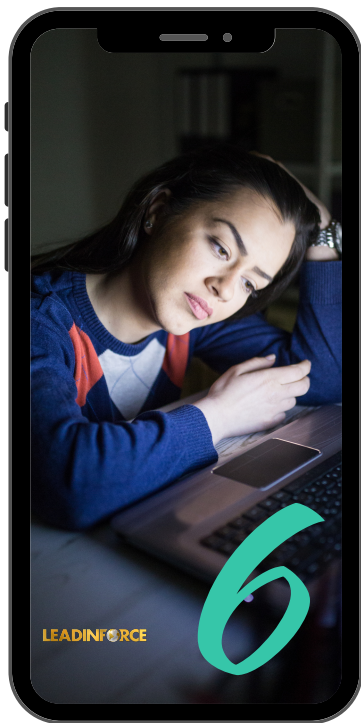
Commit yourself
to your activities
for at least 25 days
in a row.

Develop the habit
of daily
observation.

Coaching

Write the daily activities that you have executed for your plan. Reflect on what you've done and your results.

Examine what you did not do and ask yourself. What is stopping me to take action?



“

*Successful people do
what unsuccessful
people are not
willing to do.*

Jim Rohn

”

Practical Steps

On a sheet of paper **write the habit** to develop and the numbers from 1 to 30, put it on the wall. Each day you execute this habit, mark it down until you complete 30. Repeat as many times as necessary.

Coaching

Reflect on your daily habits: Which ones are not allowing you to reach your goal? How can you change them?

Habits are behaviors that are repeated consistently. They arise at the moment when the decisions that we made deliberately and repeated until we no longer decide them, but simply make them.

There are a series of capabilities, abilities, talents and knowledge that are indispensable in order to reach your goal and should be turned into habits; but there are some that shouldn't. It is up to you to decide which habits you should cultivate and which ones you should not.

The description and placement of your objective will allow you to establish the habits that you must keep to reach your goal. The "why" will give you the energy and passion necessary to achieve them.

Cultivating those habits that increase your influence and productivity is ideal. But to convert the actions related to your success plan into habits must be your intention.

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*Judge your success by
what you had to give
up in order to get it.*

Dalai Lama

”

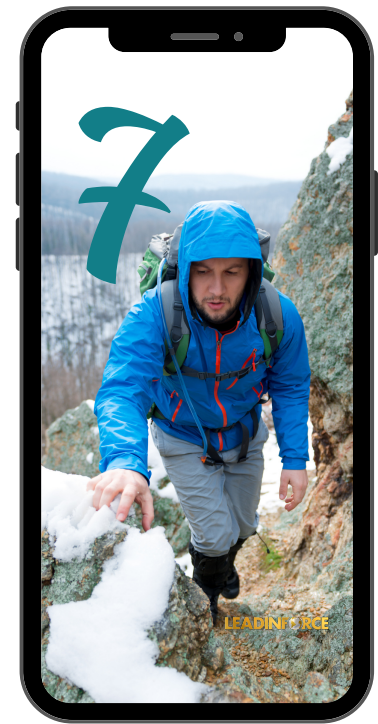
The success of a project depends on its periodic **EVALUATION**. That is, the frequent assessment of their progress, results, and risks.

If you look at the current status of the project, you can re-evaluate what allows you to continue to prioritize. I suggest two evaluations:

Evaluate the process: Between the planned and the executed; between the desired and the results obtained. Taking corrective action on time can be the difference between being successful in your plan or not.

Evaluate your performance: what you are and aren't doing. Evaluate the areas that require more commitment on your part and how you are overcoming challenges. As well as the areas where you have grown up.

The result should be your next step and a confirmation that this plan is - with the understanding you have until today - your best option to achieve your goal.



Practical Steps

List the areas in which you need to grow, seek advice.

[leadinforce.com](https://www.leadinforce.com) can help you

If necessary, add/change a new step to your design

Coaching

At the end of the evaluation, reflect on what should be your priorities from now on?



“

*You are a work in progress,
do not anticipate perfection,
expect growth.*

Anónimo

”

Congratulations if you arrived until this step means that you are committed to your goal. This is not the last step of your plan; **RENOVATION** becomes the first step to continue.

The greatest resource you have is you. You are the most powerful investment you can make in your life; since you are the instrument of your own execution. Renew yourself in the most important areas of your life. I suggest you do it in these five areas: physically, emotionally, mentally, spiritually and socially.

Renewing yourself can have different meanings such as resting, distancing yourself from the usual, exercising, sleeping, talking with friends, reading a book, etc.

Whichever way you decide to renew yourself, be intentional in controlling the time you have to do it. Be sure to revive your life by continuing on pursuing your goals.

Practical Steps

List an activity that refreshes you for each of the 5 suggested areas.

Add this activity to your agenda periodically.

Coaching

Reflect: What activities give you more energy and passion? Which ones renew you?



Now that you have examined these eight (8) elements, you know that it is possible to create your plan for success in any area of your life.

I congratulate you for the time you have invested in your personal growth.

I hope this guide containing the elements that every success plan should have, add value to your personal and professional life. It also intends that you feel inspired and motivated to begin your plan for success and thus be able to achieve your goals.

I imagine you are aware of several of these elements. If you intentionally put them into practice, they will lead you to the success you want.

To make sure you start having results immediately, I suggest you take your schedule and choose a day and time this week to start working on your plan. The impulse to take the first step will allow you to continue to the next step and so on.

Do not forget to inspire others with your experiences, and with your success stories. I would love to hear them. Share them in <http://www.leadinforce.com/blog/success-plan/> or email/social media.

I promise that the results of the application of the eight (8) elements are worth the effort. Now, go and make it happen. The world needs your success.

Liana

If you want more information and support material visit www.leadinforce-academy.com

