

## **Instructions for the “What is Necessary-What is Possible” planning tool:**

In a prior ezine issue<sup>1</sup>, I described how using three questions can help you make better decisions in the moment. These same questions can be adapted to an extremely effective planning approach. You can use them to determine your focus for the day, the week, or even to set a strategic direction for a project, season, or business quarter. This is exactly what one executive client of mine does. She uses these questions in strategy sessions with her staff to ensure that they plan realistically and also reach for what’s possible.

Print the following page and use it as a worksheet<sup>2</sup> to determine your daily focus, weekly priorities, or quarterly strategy. You might like to print one for your personal use and one for your business priorities. You’ll notice that the worksheet includes two of the three questions. Once you address the first two, ask yourself the third:

**What is necessary?**

**What is possible?**

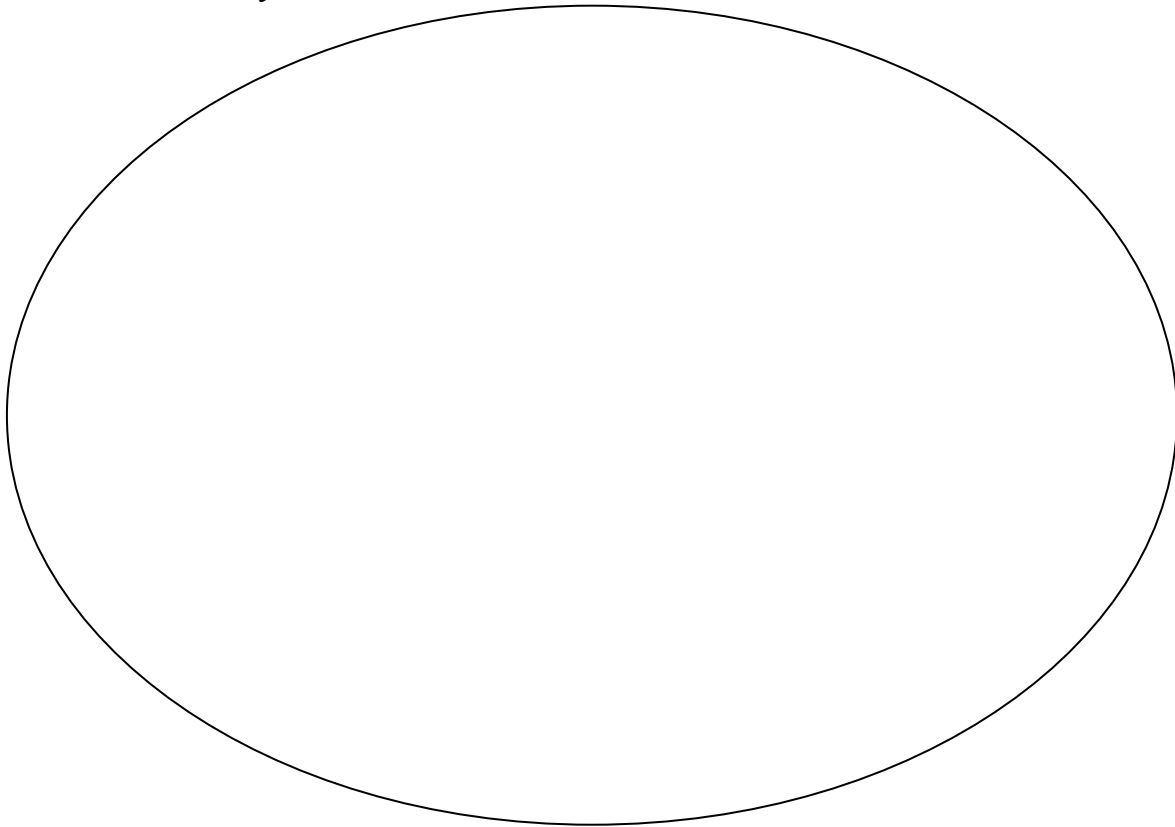
**What’s the best way to begin?**

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<sup>1</sup>See: *Current of Life* ezine archives, issue entitled: “3 Questions: Move from Overwhelm to Momentum”.

<sup>2</sup>Note: This tool is provided in both landscape and portrait formats.

*What is necessary?*



*What is possible?*

