

# **PLAN LIKE A PILOT** PLANNING TOOL

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## PLAN LIKE A PILOT - PLANNING TOOL

### Using the Plan Like A Pilot planning tool

The Plan Like A Pilot (PLAP) Map gives you five places to park whatever is keeping your neurons flapping their little dendrites. Here they are:

1. **LIFE PLAN** – this is the scary stuff – life aspirations. About twice a year I crack open this thick novel, peel back the pages, and peer down the paths my life is following. There are five of them (you might have more, but I've only got five fingers on my hand):
  - marriage, children, family
  - health and spirituality
  - adventure and meaning
  - business and career
  - ownership and net wealth
2. **YEAR PLAN** – these are the “Boulders” – the big stuff I want to happen that often rolls off the path and get stalled. I want them front and centre and challenging me. That list includes:
  - marriage, children, family (travel, our home, celebrations)
  - health and spirituality (fitness, education)
  - adventure and meaning (camping, travel, competitions, retreats)
  - business - sales, net income, client metrics (web site traffic, client list, keynotes, etc.), products and promotions, staffing, etc. (see [“Why \\$100,000 a year won't make you rich”](#))
3. **FLIGHT PLAN** – a short list of what must happen by Friday ([watch the video](#)). I like to keep this list to 12, or fewer items. I go to this list *after every interruption* for direction.
4. **THIS MONTH** – unsorted list of work for the current month. These are ignored until each Friday, when I review them and decide if they move to the Flight Plan (see my post [“Friday 15 – my little secret to setting up a super week”](#)).
5. **SOMEDAY** – ideas, suggestions from colleagues, “great” ideas from podcasts, and left-overs from previous months stay here. As with “This Month”, these are ignored until the Friday 15 review.

Just like a pilot's Flight Plan, once I have the big picture dialled in, I need to look at what happens immediately. A pilot has loading instructions and check lists, I have a Day Plan. The Day Plan is what I commit to today. And it's driven by the Flight Plan. Here's how it works.

Every Friday I complete my “FRIDAY 15” routine – 15 minutes where I:

- **REVIEW** the week – what worked, what didn't, what discipline was lacking, what habits need a kick in the routine.
- **RETHINK** my PLAP map – what needs to be upgraded from “This Month”, or “Someday” to the Flight Plan, what needs to be down-graded. What can I delegate? What can I do right now, or dump, or defer? My goal is for the Flight Plan to be realistic and accurate – I want to feel positive when I read it, not overwhelmed.
- **REVISE** my Flight Plan and create a new Day Plan.

I use a note pad for my Day Plan. By the end of the day it's covered in scribbles and (hopefully) lots of tasks crossed off.

Once I have my PLAP map and my Day Plan, I update both at the end of every day (Monday – Thursday). The full review, rethink, revise cycle happens on Friday. So, there you have it: a PLAP Map and a Day Plan. A simple system that makes all the difference to getting the right work done.

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**LIFE PLAN** My goal, by \_\_\_\_\_ [year] is to have created, completed, and accomplished:

- marriage, children, family \_\_\_\_\_
- health and spirituality \_\_\_\_\_
- adventure and meaning \_\_\_\_\_
- business and career \_\_\_\_\_
- ownership (properties, investments...) \_\_\_\_\_
- net wealth (assets-liabilities) \$ \_\_\_\_\_

### YEAR PLAN

- marriage, children, family \_\_\_\_\_
- health and spirituality \_\_\_\_\_
- adventure and meaning \_\_\_\_\_
- business and career \_\_\_\_\_
- income goal \$ \_\_\_\_\_ debt goal \$ \_\_\_\_\_
- ownership goal(s) \_\_\_\_\_

**FLIGHT PLAN** - \_\_\_\_\_ [date]

*What absolutely needs to be completed by this Friday (keep to 12, or fewer).*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**THIS MONTH** *What will be completed this month (when ready, move to Flight Plan)*

_____	_____
_____	_____
_____	_____
_____	_____

**SOMEDAY** *What might be worked on in the future (it might also be deleted).*

_____	_____
_____	_____
_____	_____
_____	_____

Small wins matter: 10 minutes/day = 1 week/year.