

# *Do You Plan & Prepare?*

GETTING READY FOR  
YOUR DAY

PREPARATION  
IS THE KEY

A hand is visible in the bottom right corner, with the index finger pointing towards the text 'PREPARATION IS THE KEY'. The background of the screen is a light gray, and the overall image has a dark teal border with a network-like pattern of lines and dots.



## Do You Plan And Prepare?

### Getting Ready For Your Day

You review your to do list and the appointments you have on your schedule. However, are you really *ready* for your day?

Planning is good however, preparation is even better. **“Failing to plan is planning to fail”**

By planning your day, you know what you need to do. The next step is to *prepare*. Preparation gets you ready to actually do the work.

Planning is good... knowing what you need to do is a great first step.



Preparation is even better... it readies you to actually do your work.

### Here are some tips to help you with your Preparation:

- **Do It the Night Before** – Preparation the “day of” can help you get ready in advance. Even better, preparation the night before can help you remedy any shortfalls that may occur. (Ever find yourself scrambling to find clothes? Or looking for a missing item (car keys) while trying to get out the front door) How many times, when you need to print something important off for the meeting, do you find that, that morning the printer has run out of ink, and you have none spare or the printer decides at that point not to work!



- **When Possible, Do It Well in Advance** – The further in advance you prepare, the more time you have to remedy any unforeseen obstacles. Gather materials for that big event several days beforehand.
- **Do the (Pre)Work** – Preparation is about doing the work in advance. Read the materials. Review the data. Practice the activity. It's all about being ready.
- **Save Time** – Some will use the excuse that they don't have extra time to prepare in advance. Yet, preparing actually saves you time. It reduces errors, prevents re-work, and shortens activities. Properly prepared meetings take much less time to conduct.
- **Reduce Your Stress** – When you are ready, you are confident. When you are prepared, your stress is reduced because you have less to worry about.
- **Make It a Habit** – Make preparation part of your lifestyle, not something you do once in a blue moon. Preparation should be part of your daily habits.

### **Prepare in Advance**

Few people plan their day. Fewer still take the time to prepare.

You can plan all you want, but if you don't prepare, you still won't be ready.

Invest some time preparing and you'll be ready to take on the events of your day.