



What if you invested several hours per month in a meeting with yourself that would end up giving you more focus and less stress overall?
You should give it a try!!

VIP Meeting Planning Guide

In this Planning Guide you will find:

- **The Agenda**
- **Tips & Hacks**
- **The 8 Great Questions**

I would love to talk further if you have questions or need help planning to make this a reality. Sign up [HERE](#) for a complimentary 15-minute conversation.

VIP Meeting Agenda

DATE:

TIME:

LOCATION:

- Brain Dump (learn more about brain dumps [here](#))
- Scripture & Prayer
- Moments of Silence
- 8 Great Questions
- Write Notes
- Review/Adjust Annual Goals
- Review 20-Minute List
- Review Calendar
- Other Things to Brainstorm/Do (as time permits)

My Next VIP Meeting: _____

VIP Meeting Tips & Hacks

Brain Dump. Using an unlined sheet of paper, quickly write down everything that is currently filling your brain. What needs to be done? Who do you need to contact? What do you need to purchase? What project needs to be handled? Write down every single thing in ALL areas of life that you can think of. You'll know when you are finished! You may (or may not) go back to this list later in your time. For now, your brain is clutter-free and space is available to begin your meeting! Learn more about brain dumps [here](#).

Scripture & Prayer. Whether it's from a devotional or passage of Scripture or online resource, begin your time with some words from your Heavenly Father. Have a conversation with Him. Give this meeting to Him and ask for His guidance and direction.

Moments of Silence. Depending on your location, you may choose to take a short slow walk or just sit and breathe. Either way, allow yourself time to be still. Time to use all of your senses. Time to settle your body. Just time to be quiet.

8 Great Questions. I have compiled a list of the "8 Great" that are very effective for your meeting with yourself. They are shared in this Planning Guide and have a very intentional order to them. It's totally fine if you don't use them all, but give it a try before you completely ignore one. My suggestion is to write down your answers using the legal pads/ notebooks and pens that you brought along. There is something special about putting thoughts on paper. You'll be able to go back to them at future meetings and I think you'll be pleasantly surprised when you read them several months from now!

Write Notes. This may be your answer from #7 or completely different folks. Either way, spend a few minutes handwriting brief notes. This ensures that at least once a month you are taking time to send your thoughts of appreciation & love and it will mean the world to the recipients!

VIP Meeting Tips & Hacks (con't)

Review/Adjust Annual Goals. We should really review our goals more frequently than once a month, but this is definitely a great starting place. What goals have moved quicker than planned? Which have been accomplished? Are there any moving slower than your initial timeline? Which ones may need to be completely revised? Or even deleted? They are YOUR goals. Review and adjust them as necessary to continue forward progress in the areas you have decided. It may also help to glance at your answers from questions 2, 3 & 4 from the "8 Great" list.

Review 20-Minute List. This list will be incredibly helpful as it helps eliminate wasted time and moves you forward in your goals. Create a list (based on #3 along with regular tasks) that can be done in 20 minutes or less. And then keep it handy. When you end up with bits of time between appointments or as dinner is cooking or unexpected morning time, you'll have a go-to list of things you can choose from. Otherwise, we may waste that precious time by trying to decide how to use it!

Review Calendar. With your preferred format of calendar (electronic or paper or both), start with today and move forward through the weeks and months to get a handle on what is coming up. Walk through the next 6-9 months. You may discover things that affect your goals. You may discover that you haven't scheduled something important. When you walk away from this activity, you'll have a good idea of where you are now and where you are headed. AND, you'll also know when your next important meeting with yourself is because you will schedule it for the following month.

Other Tasks (as time permits). This is an area that ideally will be decided ahead of time. What area of life or specific project do you need to spend time *brainstorming*? This is blue-sky-anything-goes-time. Writing down your ideas isn't committing you to them, but capturing them on paper will ensure you don't forget a really good idea. Are there other tasks that you would like to work on and/or complete? From editing a draft to making your holiday gift list to creating a board on Pinterest for that next home project to writing a blog post... whatever your "other tasks" are, now is the time. BUT, this is purposefully at the end of your meeting in case you happen to run out of time. These are things that you will be able to find other minutes for in the next week or so.



The "8 Great" Questions for Your VIP Meeting

1. What are 3 things I am thankful for & need to celebrate today?
2. In the big areas of my life, where do I want to be in 1 month?
3. What is one small step that will move me forward in each area in the next 5-7 days?
4. What do I need to stop doing?
5. If failure isn't an option and money is unlimited, what is something I would do?
6. Who am I currently learning from?
7. Who do I need to thank?
8. How can I create a magical moment for someone I love?