

Session 7

POWER PLANNING: TURN YOUR DREAM INTO A BLUEPRINT OF ACHIEVEMENT

OBJECTIVES

At the end of this Session, you'll be able to:

- *List the seven steps involved in building a visual planning network.*
- *Develop a visual planning network.*

Translate any task necessary to the fulfillment of your vision into a visual planning network.

BACKGROUND

Once you have created the vision of what you want to achieve and developed the inner conviction that you can achieve it, the next step is learning how to translate your vision (and the tasks associated with it) into a specific step-by-step plan.

The ability to break a project down into its most basic parts and then systematically complete each part in logical order is one of the most important skills possessed by the self-disciplined achiever.

In this Session, you'll learn a simple yet powerfully effective system of planning — how to organize any task you want to accomplish into logical, easy to visualize steps. We call this planning process Visual Network Planning (VNP). VNP is applicable to every type of task or project. It will help you organize your personal resources, plan and schedule to meet critical deadlines, and control the quality of what you do.

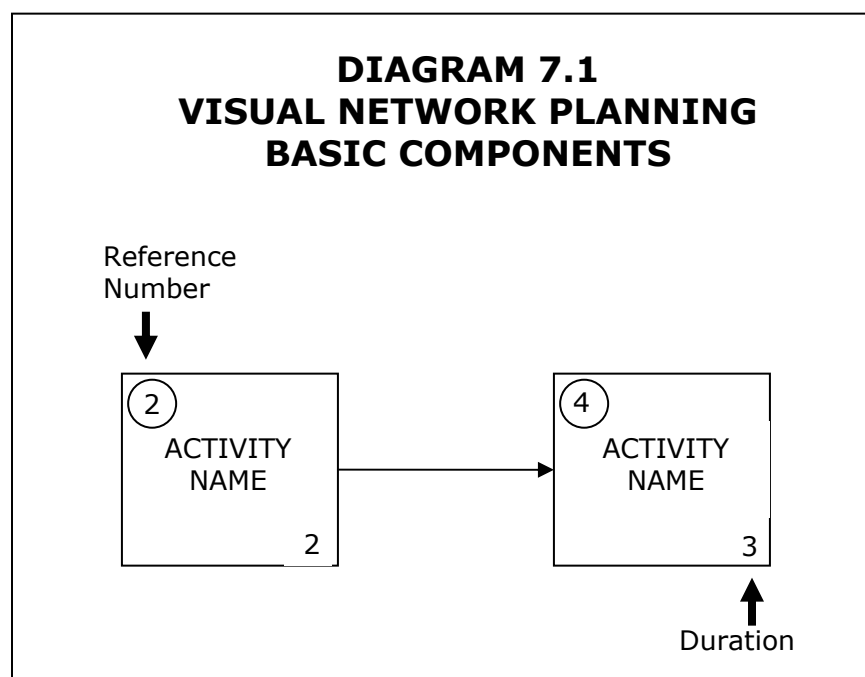
VNP incorporates the best elements of two scientific project planning systems — Critical Path Methodology (CPM) and Program Evaluation Review Technique (PERT).

VNP is easy to learn and use. It is a tool that will dramatically improve your ability to start and successfully finish any project or task. Armed with the

power of planning, you'll be able to transform your vision, step-by-step, into a successful reality.

PRACTICE

1. Listen to audio Session 7, "Power Planning: Turn Your Vision into a Blueprint of Achievement."
2. Study and review each of the following diagrams when you are instructed to do so by the narrator.



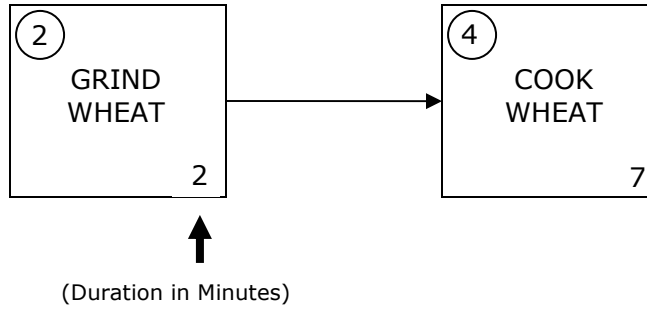
An **ACTIVITY** is a step or task that must be completed if the plan is to be successfully completed. An activity is represented by a box which is **LINKED** to the next activity with a **LINE** and **ARROW**.

Each activity takes a certain amount of time to complete. The time to complete an activity is called **DURATION**. Duration is listed in the bottom right hand corner of each activity box. Duration can be represented in minutes, hours, days, weeks, or years.

A **NETWORK** is a group of interrelated and linked activities.

DIAGRAM 7.2 SIMPLE VISUAL NETWORK PLAN

Objective: Cook whole wheat cereal from scratch.



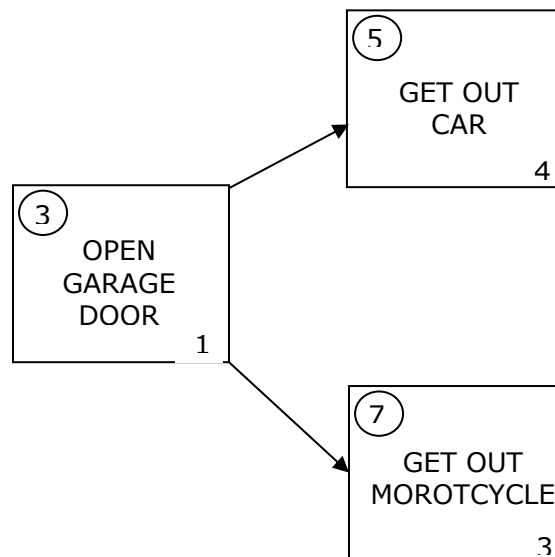
Activity 2 is grinding the wheat.

Activity 4 is cooking the wheat

When Activity 2 has been completed, having taken two minutes, Activity 4 is ready to begin. Activity 4 takes seven minutes. Therefore, the entire plan shows that grinding the wheat preceded cooking the wheat and both activities require a total time span of nine minutes.

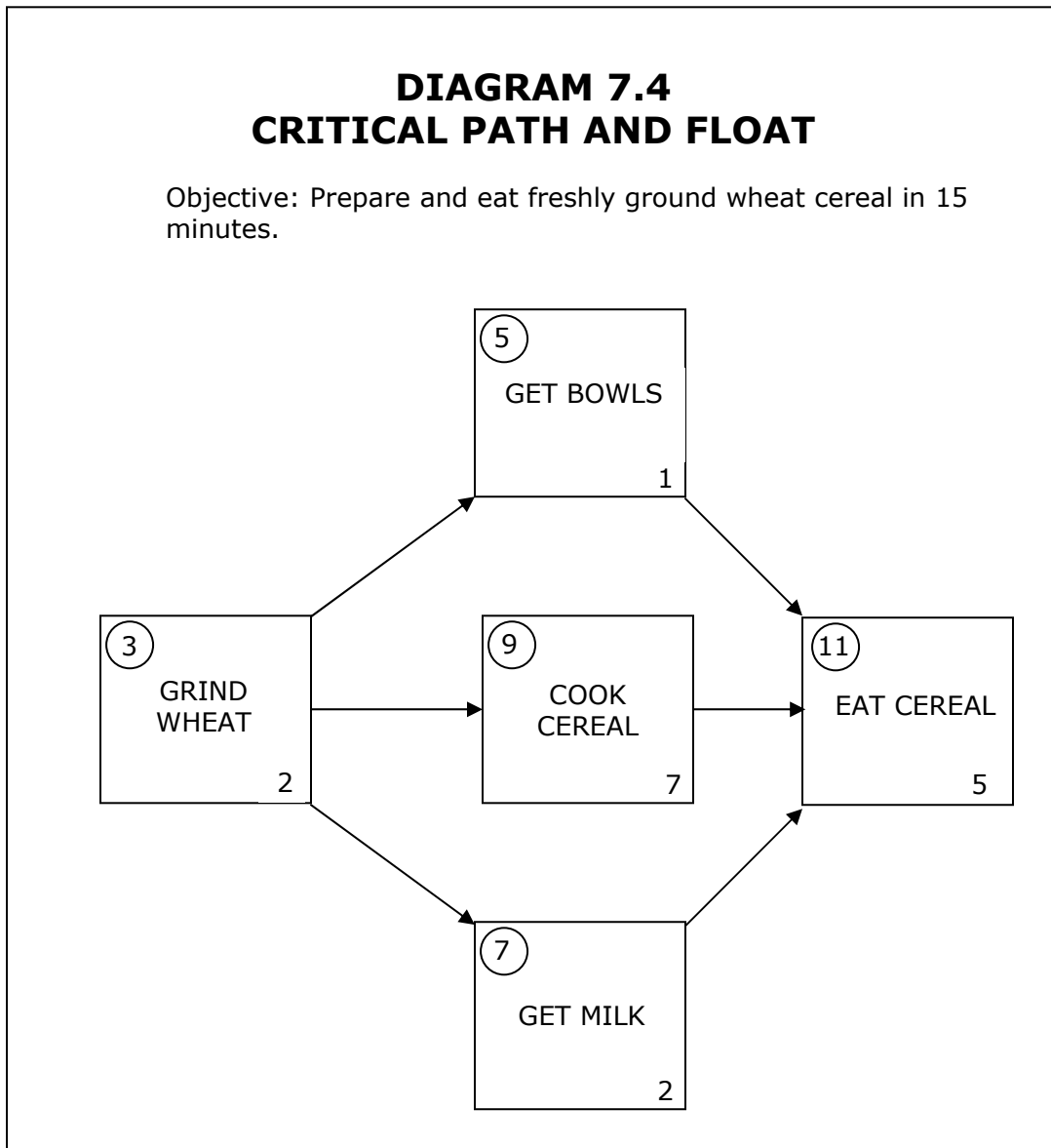
DIAGRAM 7.3 COMPLEX VISUAL NETWORK PLAN

Objective: Get the car and motorcycle out of the garage



Opening the garage door must be completed before the car and motorcycle can be taken out of the garage. Neither activity can begin until the garage door is opened.

Activities 5 and 7 are not dependent on each other. They can be accomplished at the same time by two people, either of whom could have opened the garage door. Or, they each activity can be accomplished one at a time by one person in no specific order.



At least one of the paths through the visual network will take longer than the others.

The activities on the longest path must be accomplished on time if the project is to be completed on time. The longest path is known as the CRITICAL PATH. The activities on the critical path are called CRITICAL ACTIVITIES. Critical activities are vital to the success of the project.

The NON-CRITICAL ACTIVITIES — those not on the critical path — can be delayed without affecting the end date or time. These activities have what is called FLOAT. Float is the amount of time they can be delayed without affecting the completion of the project.

In the above plan, grinding the wheat, cooking the wheat, and eating the cereal take the longest amount of time and are thus on the critical path. Getting the bowls and milk can both be delayed without affecting the schedule. Therefore, they both have float.

DIAGRAM 7.5 SYBERVISION SYSTEMS AUDIO PROGRAM DEVELOPMENT VISUAL NETWORK PLAN

Objective: Develop within 33 weeks a thoroughly researched, high-quality audio self-improvement program with digital study guide.

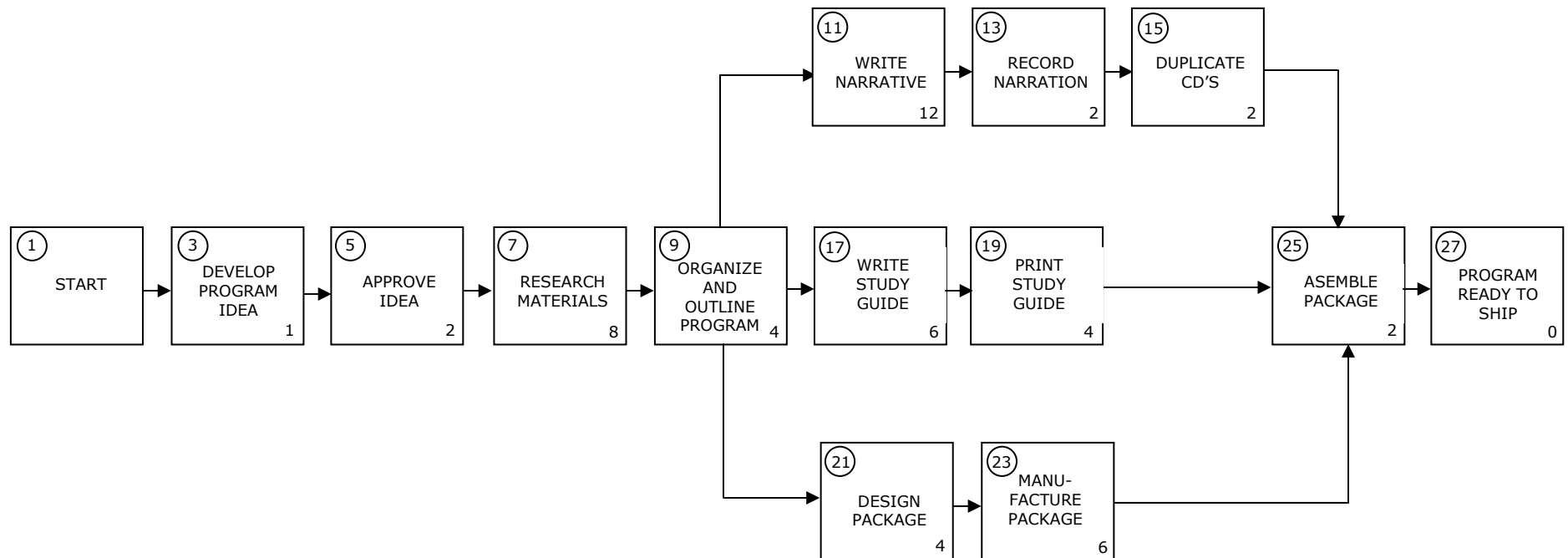
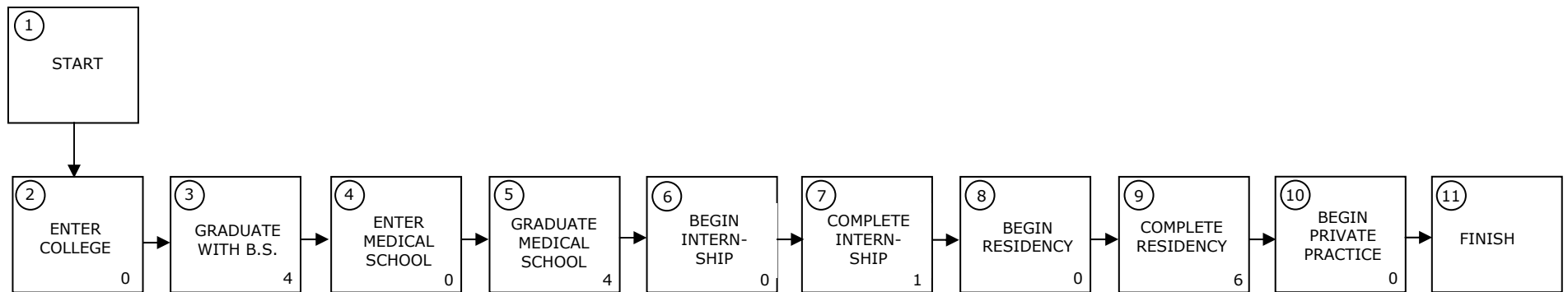


DIAGRAM 7.6 SAMPLE MACRO-EDUCATION PLAN

Objective: To become a neurologist.



3. Following is a listing of the seven steps involved in building a Visual Network Plan. Review each of the steps when instructed to do so by the Narrator.

THE SEVEN STEP VISUAL NETWORK PLANNING PROCESS

STEP ONE: Write your objective. Specify what you want to accomplish and when you want to accomplish it.

STEP TWO: Break your objective down into major steps or activities.

STEP THREE: Organize the activities in logical order.

STEP FOUR: Design a visual network.

STEP FIVE: Estimate how long each activity will take to complete.

STEP SIX: Determine the critical path and float.

STEP SEVEN: Assign calendar dates to each activity.

4. When instructed to do so by the narrator, develop on a separate sheet of paper a visual network plan that reflects the fulfillment of your vision.

POINTS TO REMEMBER

- The planning process you have learned can be applied to any project or task.
- Planning is a master skill of the self-disciplined. It is much easier to achieve your goals if you know precisely where you are going, the steps that will get you there and how long it will take you to achieve it.

PROGRESS CHECK

The completion of your personal Visual Network Plan satisfies the requirements of the Progress Check for this Session.

Now that you have learned to translate your vision into a master plan, schedule yourself to complete Session 8.