

THE PAPER NAPKIN WISDOM

SIMPLE PLANNER



VISION SPACE (CUT AND PASTE THINGS THAT INSPIRE YOU HERE)

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The Paper Napkin Wisdom Planner

What if you could get 1000s of the world's top growth entrepreneurs in a room and ask them anything? Govindh Jayaraman did just that and the outcome became a book, written with Jack Daly, Paper Napkin Wisdom: Your 5-Step Plan for Life and Business Success.

As he interviewed these entrepreneurs Govindh started to discover that they discussed success in much the same way – but the system was hidden because most of them accomplished rapid growth infrequently, so the pattern was hard to detect. As he spoke with more and more of them, however, it was almost as if there were 100s of voices saying the same words, but in slightly different ways.



STEP ONE: YOUR SECRET WEAPON

STEP TWO: DESIGN YOUR PATH

STEP THREE: YOUR PLAYBOOK

STEP FOUR: YOUR KEY PLAYERS

STEP FIVE: THE HEART

BONUS STEP: LIFE BY DESIGN

The successful entrepreneurs understood that this structure enabled them to accelerate and grow. While there were times they weren't able to replicate the process exactly, they each understood on their own that returning to these priorities would ultimately drive them to success. Think of these steps as the hidden structure behind uncommon success. The kind of success that takes a company from couple hundred thousand dollars in sales, to a million, to millions and beyond.

STEP ONE: YOUR SECRET WEAPON

Successful entrepreneurs are driven by a sense of resilience, along with a commitment to their belief system. This commitment cannot be a one-time casual exercise. It must be constantly evaluated, adjusted, and reaffirmed intentionally. This step involves building a daily routine to prepare your mindset for the day. Entrepreneurs here would wake each day with a routine, Govindh suggests starting with 10 minutes each of reading great thoughts, writing great thoughts, and then reading great thoughts, followed by exercise. The combination of great thoughts with intentional physical exertion puts our mind, bodies, and soul in alignment – ready for the challenges that leaders inevitably face. There is no shortcut and certainly no substitute for this step.

STEP TWO: DESIGN YOUR PATH

Following the necessary work of building your foundation, the next step is to figure out not only a crystal clear sense of vision but a detailed understanding of how it is that your vision will be accomplished. Some call this understanding your vision, or building a business plan. But the entrepreneurs who have great growth take this step much further. They plan deeply and truly take time to understand and become an expert in the market, they seek the counsel of others, much smarter than them, to help them build a unique and robust business model that's industry, situation, and opportunity-appropriate. Yes, this includes Mission, Vision, and Values – but it goes much deeper to share with those that will follow (the team, the customers, and even suppliers) what you and the company believe.

The Path must be flexible, and able to withstand the assault of competition and has an uncommonly clear sense of not just what the objective of the business is – but also differentiates how to achieve the goal in a variety of circumstances. It also mitigates risk to an unusual level. As an example, of this Richard Branson negotiated with Boeing that, should Virgin Atlantic fail to meet its own business plan, Branson was assured to be able to return the initial aircraft for a full refund.

STEP THREE: YOUR PLAYBOOK

By this point, through steps one and two, you have worked hard to build a solid foundation. You have created a foundation with your Secret Weapon and built a plan that has clear focus. Now it's time to create the playbook – the systems, structure, dashboards, and systems to measure your progress along the path. It would be impossible to predict all the challenges an entrepreneur and their business will face in the early stages of business development. Here the contributors to Paper Napkin Wisdom demonstrated that they must “inspect what they expect.”

Build a dashboard to measure progress toward your goals as stated in your Path. Reverse engineer success by building backwards from the goal – if you plan on landing 100 new customers one year from now, where will you be in 11 months? What about 10 months? What can you measure each month to guarantee that you will hit this goal? Is it outbound calls? Perhaps it has something to do with new client presentations. Test your performance every day against these targets and make improvements. It's the law of compound improvement. Entrepreneurs who experiences rapid growth harvested data about their progress more often than anyone else and implemented changes frequently. The greatest coaches understand that if their players don't understand what they need to do by game time through practice and adherence to the system, then it is already too late. It's the same in business, you must design the playbook, practice it, and ensure that you are performing against your own standards.

STEP FOUR: YOUR KEY PLAYERS

In your life you have your own key players essentially by default: your family, friends, neighbors, and others. In business, however, you must begin with the path and playbook to help clarify and refine who the true A-players are: those who will align with your objectives and values and buy into your systems. A-players join A-leaders and become A+ players. Most often we approach this in reverse. We hope that a great, amazing employee will come in and save the day.

To attract and retain great people, pursue the difficult, out-of-the-ordinary, groundbreaking questions – real questions – with your key players. In this sense, the role of the leader is to “stir the pot.” Delegate and

empower, do not abdicate. Growth entrepreneurs do this by creating scorecards for personal performance and showing their best employees the Path, and the Playbook – they share with them openly the tools that will be used to build company performance (real numbers, targets). They share the REAL challenges of the company and solicit the Key Players to solve them – and then they get out of their way. Ultimately, “Let’s figure this out together,” may be the most powerful phrase in the arsenal of an entrepreneurial leader.

STEP FIVE: THE HEART

The consensus among the contributors of Paper Napkin Wisdom as to the primary role of the leader in a team is to be the “heart.” The leader has the responsibility to be and maintain the pulse – the predictable beat by which all things operate and all things succeed in any organization. This is the point that separates true leaders from others: understanding that simply managing and delegating are not the only things necessary to successfully lead. So many entrepreneurs behave irregularly – erratically even. Think of the company as a living being, and the entrepreneurial leader as the heart. How well would that being operate if it had an inconsistent heart beat?

The contributors to Paper Napkin Wisdom shared that being uncommonly predictable and consistent were keys. Reinforcing the same values and principles in a communication structure that is consistent (every day) was key. You are doing it right when your team can chide you about what you always say – and your key players can finish your sentences for you. Finally, these leaders understand that you cannot empower others to appreciate and recognize the team for their accomplishments – that’s the role of the leader.

Predictable leadership brings about predictable success.

BONUS STEP: LIFE BY DESIGN

For many budding entrepreneurs and leaders they are attracted by the freedom and “life by design” that comes with these elevated roles. This may be the nicer house, the travel, the lifestyle ... whatever the outcome it is the product of the previous Five Steps. And like any process, it must always be running. The structure of the previous Five Steps creates freedom - structure sets you free.

The structure must be maintained, however, the contributors to Paper Napkin Wisdom were clear that this is impossible without the journey of the previous five steps. There is a price to pay, an investment to be made in order to accomplish this ultimate life goal. If you think of the previous five steps – the secret weapon, the path, your playbook, the key players and the heart – as a cycle, then with each revolution, you are able to add to your life by design. Without this constant and continuous cycle you end up with a life by default. There is no shortcut here.

It is this structure that has the ability to set you free. You will arrive at a place of success more efficiently and more sustainably by building your business and life through the five steps found in the Paper Napkin Wisdom of the world’s most successful entrepreneurs. There is only so much life. The time that we have ought to be intentional – and by design.



GUIDELINES TO USING THIS PLANNER

The hundreds of contributors to Paper Napkin Wisdom each followed the same basic set of guidelines - a set of guidelines that we never conveyed and that our contributors were not even consciously aware of. The Napkins were solicited at random from contributors worldwide, yet they very neatly fell into the following six steps:



These successful entrepreneurs understood that this structure enabled them to accelerate and grow. While there were times they weren't able to replicate the process exactly, they each understood on their own that returning to these priorities would ultimately drive them to success. Think of these priorities as the hidden structure - the guidelines - that create the freedom to focus on the next step, and the one after that, and so on.

Here are the five guidelines, called the TAKE ACTION PROCESS, which will guide you in using this Planner:

Multitasking is for computers, not for people (and certainly not for leaders). As soon as you begin to multitask, you diminish your ability to succeed. When you focus on a single activity, your brain is eight times more efficient at processing information. Strive at all times to focus on LESS. Do LESS. But pick the BIG things. When you commit to focus on LESS, and you focus on BIG, you will get more done!

- To build from the first Take Action Guideline, there is no such thing as priorities, just priority - one thing on which to focus, one goal to strive toward. Always focus on one MAIN priority. Call it the lead domino that makes everything else unnecessary, irrelevant, or already done. While there is room for three main goals (or priorities) each quarter, the idea is each goal could relate to a different part of your life (for example one personal goal, one business goal, one family goal; or one sales goal, one HR/team goal, one personal goal)
- Bottlenecks start at the top. If you find that bottlenecks are an obstacle to your success, then change your own mind-set first. When we change the way we look at the world, the world we look at changes. So it is important when starting any planning cycle that we shift our perspective and our thinking to one of opportunity and abundance. If you can see the challenges in front of you completed, then you will indeed complete them!

- Einstein's belief was that if you can't explain it simply, you don't understand it fully. Space is limited intentionally in this Planner. Focus on keeping it short and simple. Think of simplicity at a new level, try to keep things "Caveman Simple" ... so simple that you (or anyone) could come back to it years later and understand its meaning.
- The pen is mightier than the sword, but accountability is even stronger. Consider this: those who write down their goals are 36.7 percent more likely to achieve them. Those who take the next step and share those goals - perhaps through weekly progress reports with a peer group - are 76.7 percent more likely to succeed. Call it the rule of "volunteered accountability." In the Weekly Review sections, you will have the ability to document what progress you shared, with whom, and when.

TAKE ACTION!

The Paper Napkin Wisdom book is a great way to take this Planner to the next level. As mentioned previously, in the book there are five sections, plus a bonus prize, each comprised of several Paper Napkins. In the pages of the book we have shared with you the napkin and a short background on the contributors, what we learned from their experience, and what they learned from their experiences. There are fifty-two napkins in total. Each is meant to be a weeklong journey over the course of a calendar year and can serve as a compliment to this planner.

We have included blank pages to be your open space for notes. We also encourage you to take action: download the free Take Action app from the Apple App Store or Google Play Store (search Paper Napkin Wisdom and download the "Take Action" app), take a photo of the priority for your current week, share it with your accountability partner (if you don't have one, find one), and maintain your action through a progress report. Rinse and repeat, with the intention being that you focus on a single priority at a time.

So let's get started.

MY GOAL:

I CAN MEASURE THE GOAL AS BEING COMPLETE BY:

THIS GOAL IS IMPORTANT TO ME BECAUSE:

BREAK DOWN THE STEPS TO COMPLETE THE GOAL (IMAGINE YOU'RE STARTING NOW):

1.

2.

3.

REVERSE ENGINEER THIS GOAL (IMAGINE YOU'VE COMPLETED THE GOAL, AND YOU'RE WORKING BACKWARDS):

Week 13:

Week 12:

Week 11:

Week 10:

Week 9:

Week 8:

Week 7:

Week 6:

Week 5:

Week 4:

Week 3:

Week 2:

Week 1:

I, _____ commit to completing my goal of

COMPLETING THIS GOAL WILL MAKE MY LIFE AND/OR BUSINESS BETTER BECAUSE:

PLAN THE CELEBRATION:

When I complete this goal, I will reward myself by:

PLAN FOR PROGRESS (LIST THREE PEOPLE WITH WHOM YOU CAN SHARE PROGRESS WEEKLY):

1.

2.

3.

INSTRUCTIONS:

1. Review and refer to this page each day this quarter (13 week sprint).
2. Copy this goal down and include action items (from your reverse engineering) in your daily plan.
3. Celebrate your wins – forgive your challenges. Commit to progress each week.

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Quarterly Goals:
(There is power in restating and rewriting your goals ... gain momentum here)

1. _____

2. _____

3. _____

Daily Progress on Goals:
(Spend time on a least one of these first – complete one action before anything else)

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2. _____

3. _____

TAKE ACTION
(Pick 5 things that you can do today that you can accomplish in addition to the above)

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2. _____

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4. _____

5. _____

WINS:

- 1.
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LESSONS LEARNED (REMEMBER SUCCESS IS AN AWFUL TEACHER):

NOTES:

FOLLOW UP ITEMS (GO FORWARD AND ENTER THIS INFORMATION UNDER TAKE ACTION ON THAT DAY):

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<p>WHAT WORKED:</p>	<p>WHAT DIDN'T WORK:</p>
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FIX ONE THING (FROM WHAT DIDN'T WORK):

CELEBRATE ONE THING:

<p>13 WEEK GOAL REVIEW:</p> <p>GOAL 1:</p>	<p>HOW I MADE PROGRESS ON THESE GOALS THIS WEEK:</p> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>
<p>GOAL 2:</p>	<hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>
<p>GOAL 3:</p>	<hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>

PROGRESS REPORTS
 (List 3 people with whom you shared the above details of your progress against your 13 Week Goals this week.)

GOAL 1	Name of person:	When and where you shared progress:
GOAL 2	Name of person:	When and where you shared progress:
GOAL 3	Name of person:	When and where you shared progress:

WEEK IN REVIEW (Write down a word or phrase that sums up this week.)

WHAT AM I LOOKING FORWARD TO THIS WEEK:

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WHAT CAN I DO TO PUSH FORWARD ON MY GOALS THIS WEEK?

GOAL 1:

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GOAL 2:

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GOAL 3:

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WHAT CHALLENGES DO I ANTICIPATE THIS WEEK?

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HOW CAN I TURN CHALLENGES INTO OPPORTUNITIES THIS WEEK?

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Positive Intention for the day:	Today I am Grateful because:
Weekend Focus: (Things that will make up your focus this week) 1. ----- 2. ----- 3.	Three Personal Connections: (Pick people to stay connected with and call or write them) 1. ----- 2. ----- 3.
To Do: (Things that you need to get done) 1. ----- 2. ----- 3.	Three Things for Me: (Pick things that feed and fuel you for great things ahead) 1. ----- 2. ----- 3.
TAKE ACTION (Pick 5 things that you can accomplish today – focus on Family, Friends, Spirit, and Self) 1. ----- 2. ----- 3. ----- 4. ----- 5. ----- 	

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WEEK IN REVIEW (Write down a word or phrase that sums up this week.)

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WHAT CAN I DO TO PUSH FORWARD ON MY GOALS THIS WEEK?

GOAL 1:

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Positive Intention for the day:	Today I am Grateful because:
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To Do: (Things that you need to get done) 1. ----- 2. ----- 3.	Three Things for Me: (Pick things that feed and fuel you for great things ahead) 1. ----- 2. ----- 3.
TAKE ACTION (Pick 5 things that you can accomplish today – focus on Family, Friends, Spirit, and Self) 1. ----- 2. ----- 3. ----- 4. ----- 5. -----	

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