



## Agenda

Deadlines	Objectives	Notes
During Month 1	Research continuing education catalogs	During lunch breaks; one to two hours weekly
By start of Month 2	Enroll in evening screenwriting class	Choose instructor who has Hollywood experience
	Read produced screenplays	Spend three hours weekly; one hour during lunch break on M, W, F
	Subscribe to Writers' Guild of America <i>Journal</i>	
Start of Month 3	Revise this agenda	Don't forget to schedule "when"
	Have private meeting with instructor (preferably lunch)	Ask him for advice on building your career
	Watch five movies	Use stopwatch to note when events occur in the ninety- to ninety-five-minute films
Start of Month 4	Revise this agenda	
	Check on liquidity of CDs	

## Agenda

(hpw—hours per week)

By/HPW	Personal Objectives	Money Objectives	Work Objectives
9/10 (10 hpw)	Get weight to 120 and cholesterol to 220 by exercising three hours weekly on a low-fat diet	Add \$4,000 to savings	<ul style="list-style-type: none"><li>• Choose courses on screenwriting/marketing</li><li>• Continue making notes on first screenplay</li></ul>
9/15 (15 hpw)		Do two hours overtime to pay for housekeeper/baby-sitter (seven extra hours)	<ul style="list-style-type: none"><li>• Enroll in courses at Longview Community College</li><li>• Collect “library”</li><li>• Work on budget</li></ul>
10/1	Maintain 120 weight		<ul style="list-style-type: none"><li>• <b>Revise this agenda</b></li><li>• Complete draft of budget</li><li>• Research trip (choose part of country)</li><li>• Buy best script-writing program</li></ul>
10/15	Get cholesterol to 215		<ul style="list-style-type: none"><li>• Assess library</li><li>• Plan what books to get as well as screenplays of favorite movies</li></ul>
11/1	Get weight to 118	Savings at \$25,000	<ul style="list-style-type: none"><li>• <b>Revise this agenda</b></li></ul>

(Continued)

By/HPW	Personal Objectives	Money Objectives	Work Objectives
12/1	Maintain weight at 120 through holidays (exercise four hours weekly, one hour can be done by walking)		<ul style="list-style-type: none"> <li>• <b>Revise this agenda</b></li> <li>• Start designing workspace</li> <li>• Take 12/5–1/1 as vacation from this operating plan</li> </ul>
1/1 (20 hpw)	Maintain weight at 120	Savings at \$23,000; Find a backup investor if career doesn't start paying for itself by 1/1 of next year	<ul style="list-style-type: none"> <li>• <b>Revise this agenda</b> (inserting detailed budget)</li> <li>• Complete courses</li> <li>• Book tickets for trip</li> </ul>
1/30			<ul style="list-style-type: none"> <li>• Complete workspace and computer setup</li> </ul>
2/1	Get weight to 115		<ul style="list-style-type: none"> <li>• <b>Revise this agenda</b></li> </ul>
2/28 (40 hpw)			<ul style="list-style-type: none"> <li>• Complete trip</li> </ul>
3/1 (20 hpw)	Get cholesterol to 210		<ul style="list-style-type: none"> <li>• <b>Revise this agenda</b></li> <li>• Type favorite screenplay into new program as a test-run</li> <li>• Buy AEI tape "Writing Your Story in 3 Weeks"</li> </ul>
3/15			<ul style="list-style-type: none"> <li>• Listen to inspirational tape twice</li> </ul>
4/1	One hour (or more) weekly swim		<ul style="list-style-type: none"> <li>• <b>Revise this agenda</b></li> <li>• Set one-week agenda for getting story plot straight</li> </ul>

(Continued)

By/HPW	Personal Objectives	Money Objectives	Work Objectives
4/7			<ul style="list-style-type: none"> <li>• Take one-week vacation from project to get psyched up</li> <li>• Buy 1,000 index cards, per tape's instructions</li> </ul>
4/15 (25 hpw)			<ul style="list-style-type: none"> <li>• Finalize story plot</li> <li>• Fill out the 1,000 cards</li> </ul>
4/22	Arrange for baby-sitting for next week		<ul style="list-style-type: none"> <li>• Take vacation to get psyched up for writing first draft</li> <li>• Book a hideaway for next week where I can work undistracted</li> </ul>
5/1 (40 hpw)			<ul style="list-style-type: none"> <li>• <b>Revise this agenda</b></li> <li>• Get the first draft down!</li> </ul>
5/8			<ul style="list-style-type: none"> <li>• Take a vacation from project</li> <li>• Routine life back on track</li> </ul>
5/15 (20 hpw)			<ul style="list-style-type: none"> <li>• Begin revising screenplay</li> </ul>
6/1			<ul style="list-style-type: none"> <li>• <b>Revise this agenda</b></li> </ul>
6/15			<ul style="list-style-type: none"> <li>• Finish first revision by end of week</li> <li>• Begin notes and create agenda for second screenplay</li> </ul>

(Continued)

<b>By/HPW</b>	<b>Personal Objectives</b>	<b>Money Objectives</b>	<b>Work Objectives</b>
7/1			<ul style="list-style-type: none"><li>• <b>Revise this agenda</b></li><li>• Start second revision of first screenplay</li></ul>
8/1			<ul style="list-style-type: none"><li>• <b>Revise this agenda</b></li><li>• Finish second revision of first screenplay</li><li>• Get two reads from supportive acquaintances</li></ul>
8/15			<ul style="list-style-type: none"><li>• Tweak screenplay based on the reads</li></ul>
8/22			<ul style="list-style-type: none"><li>• Ask instructor to read screenplay</li></ul>

Wednesday, March 1, 1961

5:30-up; prayers

5:31-teeth; face

5:35-shave

5:40-dress, hair

5:45-room

5:50-Ms, clox; basket

5:55-reading

6:10-paper

6:20-M+C; Lee

7:00-eat; clippings; read

7:30-school; social; bull

7:40-books

7:45-office

8:00-class

Study Hall

Greek

History

12:05-Kali schol?; deadline;

eat: social; office;

read SM

1:00-Study Hall

Latin

MM Mags

Physics collate  
read bk.

2:40-read

3:00-AE

4:30-home, mail; clippings;

eat, social; paper, finances;

exercise; Sat. Matk; library

MM, Eng., Lat; George; read

7:00 Reynolds

7:25-services, mail

8:15-read

8:30-Broadmour

9:30-read; fast

10:40-record; chart

10:45-teeth, face, dress

10:50-schedule

10:58-Exam C; AC

11:00-TAPS



## ACTUAL TIME INVENTORY ANALYSIS WORKSHEET

ACTIVITY	HOURS PER WEEK	VISIONARY QUOTIENT (1-5)	ACCOUNTANT QUOTIENT (1-5)	MIND'S EYE TOTAL (1-10)
1 Sleeping	56	xxxxxxxxxxx	xxxxxxxxxxxxxxxxx	xxxxxxxxx
2 Day Job	40	0	5	5
3 Eating/Family	14	2	3	5
4 Sales Calls	13	5	2	7
5 Insurance Classes	13	5	1	6
6 Exercise	6	5	3	8
7 Driving—Errands	12	1	1	2
8 Reading	2	3	1	4
9 Hygiene	2	1	2	3
10 Socializing	6	0	2	2
11 Organizing	4	4	0	4
Total Hours	168			

# ACTUAL TIME INVENTORY ANALYSIS WORKSHEET

ACTIVITY	HOURS PER WEEK	VISIONARY QUOTIENT (1-5)	ACCOUNTANT QUOTIENT (1-5)	MIND'S EYE TOTAL (1-10)
1 Sleeping		XXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXX
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
Total Hours	168			

## GOAL TIME WORKSHEET

ACTIVITY	HOURS PER WEEK
1 Sleeping	56
2 Day Job	44
3 Eating/Family	11
4 Sales Calls	24
5 Insurance Classes	13
6 Exercise	6
7 Driving—Errands	2
8 Reading	2
9 Hygiene	2
10 Socializing	6
11 Organizing	2
Total Hours	168

## GOAL TIME WORKSHEET

ACTIVITY	HOURS PER WEEK
1 Sleeping	
2 New Career	Stopwatch hours:
3	
4	
5	
6	
7	
8	
9	
10	
11	
Total Hours	168

## Word Transformation Chart

<b>Bad Words</b>	<b>Neutral Words</b>	<b>Type C Words</b>
Anxiety	Uncertainty	Elation
Delusion	Illusion	Vision
Rejection	Pass	Open Door
Problem, Crisis	Situation	Opportunity
The Rat Race	Routine	My Vocation
Mercurial	Flexible	Spontaneous
I'm Quitting	I'm Stalled	I'm Regrouping
Impossible	Difficult	Interesting

*(Continued)*

Bad Words	Neutral Words	Type C Words
Fear	Concern	Challenge
Failure	Stall	Learning Curve
Impediment	Consideration	Challenge
Defeat	Setback	Turning Point
Worry	Concern	Issue
Blame	Responsibility	Credit
Confused	Uncertain	Reassessing
Weird	Weird	Weird