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**SECTION 2**

**HOW TO**

**SET UP**

**AND USE**

**THE**

**WEEKLY**

**PLANNER**



## OVERVIEW OF THE ACTIVITY

*The Weekly Planner* (Figure 2) on the next page has been filled out and may be used as an example when instructing people in doing this task. It can be copied and/or made into an overhead. To suit different artistic preferences, copies of different styles of blank *Weekly Planner* maps are in Appendix B (pp. 51-56).

The quotes are selected by working with a set of 87 motivational cards (see pp. 57-68 of Appendix B). There are blank quote cards so that the quote deck can be expanded to include additional quotes (p. 69). The quotes are written into the *Weekly Planner* map, one for each day. It may be important to choose motivational quotes that are appropriate for each day of the week. For example, if Mondays are days when it is really hard to concentrate, a quote that reminds a person to stay on task would be appropriate. Discussions on how to apply the quotes to everyday life should follow (see pp. 74-76 of Appendix B).

# WEEKLY PLANNER

Do not bite at the bait of  
pleasure til you know there  
is no hook beneath it.

-Thomas Jefferson-

**MONDAY**

Those who have the most to do  
and are willing to work will  
find the most time.

-Samuel Smiles-

**TUESDAY**

A journey of a thousand miles  
must begin with a single step.

-Lao Tzu,-

**WEDNESDAY**

God gives every bird his worm,  
but he does not throw it into the  
nest.

-P. D. James-

**THURSDAY**

vitality shows not only the  
ability to persist but the ability  
to start over.

-F. Scott Fitzgerald-

**FRIDAY**

Life is like a bag of snakes, you  
don't know which ones are  
poisonous until they bite you.

-Anonymous-

**SATURDAY**

The coward may die a thousand deaths;  
the brave but one.

-William Shakespeare-

**SUNDAY**

## WHAT DO I NEED TO SET UP *THE WEEKLY PLANNER*?

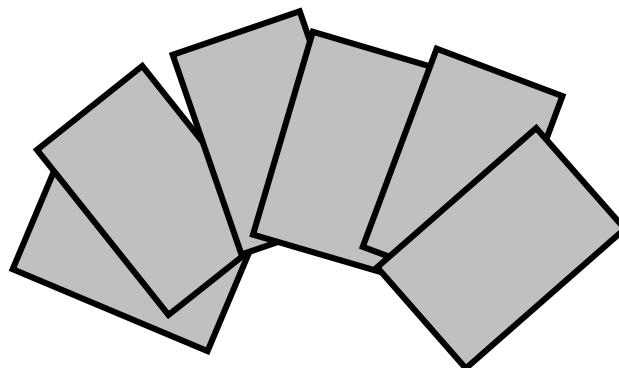
Each Weekly Planner set consists of a *Weekly Planner* map, a quote deck, an instruction sheet, and something to write with.

### ***The Weekly Planner Map (Pages 51-56)***

*The Weekly Planner* map contains seven blank boxes, each labeled with one day of the week. The participant writes one inspirational quote in each box. In Appendix B (pp. 51-56), there are several different *Weekly Planner* maps. Pick one that appeals to you or your client. One reason we include several versions is that we want each *Weekly Planner* to be aesthetically appealing to its creator so that he or she will want to look at it and/or put it on display.

### **The Quote Deck (Pages 57-73)**

The quote decks consist of 87 different motivational quotes. Some are simple quotes, and some are more complex. It is often useful to have participants discuss quotes that seem confusing to help them understand what they mean. We also include a page of blank cards so that additional quotes may be added (p. 69). A quote list is included for situations in which using a card deck is not convenient (pp. 70-73).



### **The Instruction Sheets (Pages 48-50)**

A one-page instruction sheet is included in Appendix B (p. 49). The instruction sheets should be passed out to each participant, especially if *The Weekly Planner* is being done independently. Even if the directions are read out loud, the instruction sheet can be passed out so that participants can read along. A counselor's procedure sheet is also provided (p. 50). It gives detailed instructions on how to use *The Weekly Planner* in group settings.

Additional materials are needed that are not included in the manual. These are:

- access to a copy machine *Note: Some copy machines cannot use cardstock. Find out the types of paper your copy machine can handle before buying paper.*
- 8.5" x 11" regular weight paper for *the Weekly Planner* map, and the instruction sheet (2 pieces of paper per set)
- 8.5" x 11" cardstock in whatever color you prefer (11 pieces of paper per set)
- scissors to cut out the cards
- a rubber band to hold the deck together
- a pen or pencil. *Note: Since participants sometimes like to decorate their Weekly Planner maps creatively, providing crayons, felt pens, or calligraphy pens is often useful.*

## HOW DO I SET IT UP?

First decide how many *Weekly Planner* sets you would like to make. You will want to multiply "the recipe" by that number. Copy the preferred version of the *Weekly Planner* map and the instruction sheet out of the manual. Copy as many of these as are needed onto regular 8.5" x 11" paper. Keep the originals in good shape so that new decks can be made whenever needed.

Copy the 11 pages of quote cards onto the color of cardstock that you prefer. If for some reason you cannot use cardstock, regular paper can be used. However, we do not recommend regular paper for the cards because the card deck will be rather flimsy and unlikely to last long. If this is an issue, the cards made on regular paper can be protected by lamination, using a protective spray, or by covering the cards in transparent shelf paper (make certain you do this before cutting the cards out).

Cut the cards on the lines and assemble the card deck. If you are making more than one deck, separate the quote card pages into complete *Weekly Planner* sets before cutting. Then put a rubber band around each deck. Put a pencil or pen with each set. A step-by-step checklist is included on page 47 for your convenience.

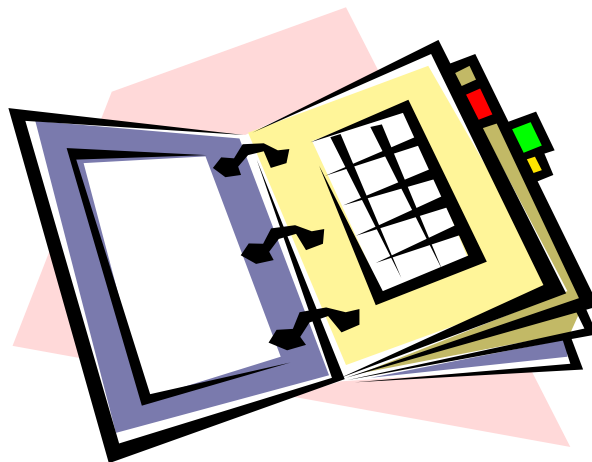
***Congratulations!!***



***You are done!!***

## HOW DO I USE *THE WEEKLY PLANNER*?

Give each person who is participating a *Weekly Planner Map*, a quote deck, an instruction sheet, and a pencil. Explain that the purpose of *The Weekly Planner* is to choose a motivational quote to focus on each day of the week. Then have them go through the quote deck and choose seven quotes that appeal to them. Ask them to keep in mind personal goals (existing and desired strengths, if you are using it with *The Tower of Strengths*) that they would like to accomplish. Have them write their chosen quotes into the appropriate days of the week box. The quote chosen represents a goal the participant would like to work on or keep in mind on that day. For example, a person who chose the quote, "God gives every bird his worm, but he does not throw it in the nest," for his or her Monday inspirational quote might want to keep an eye out for new opportunities on Mondays. Then have a discussion with the participants about the quotes (see pp. 74-76 of Appendix B for possible discussion topics). For example, "Describe how one of your quotes can help you achieve a personal goal (desired strength) in your life." Remind participants to take their completed *Weekly Planner* with them and to try to focus on their motivational quotes each day of the week.





## WHAT ELSE CAN I DO WITH THIS ACTIVITY?

### **Weekly Updates**

Although it is not necessary, it may be useful to have a follow-up discussion a few weeks later (see p. 76 of Appendix B for follow-up discussion questions). Participants can discuss progress they have made on the goals each quote represents, as well as difficulties encountered. At this point, participants may want to take another look at the quote deck and replace the quotes they feel they have mastered or are no longer useful. Participants can continue to update and change their *Weekly Planner* over time.

### **Quote Creation**

There are blank cards included in case you want to add quotes to the deck (p. 69). In using *The Weekly Planner*, we have found that people often have personal sayings, favorite song lyrics, or movie lines that they want to include in the quote deck. After participants have become familiar with the quote deck, they may want to try their hand at creating quote cards themselves. Have participants take turns describing personal goals to the group and then have the group help them create or select a quote that can help them accomplish this goal.

### **The Weekly Planner Lottery**

Another fun way to use *The Weekly Planner* is to draw the seven cards out of a hat. In this version, it is critical to have a discussion on what the cards mean and how these seemingly random cards can be applied to the person's life.