

The 48 Week Achievement Plan

2018 Guide

*A “Don't Break the Chain”
activity tracking program
with forgiveness
built in*

By Karen Sprinkle, Certified Professional Organizer

TABLE OF CONTENTS

INTRODUCTION	4
HOW MOST CHAIN CALENDAR PRODUCTS WORK.....	6
THIS IS NOT LIKE OTHER CHAIN CALENDAR PRODUCTS.....	8
Print Your 48 Week Achievement charts (s).....	9
Set your Annual Goal and Weekly Target	10
THE 48 WEEK - WALKING PLAN.....	11
Moving Right Along.....	11
Oops! Something Got in the Way.....	11
Coming Up a Little Short.....	13
How Did That Happen?.....	14
How to Handle Getting a Late Start.....	15
EPILOGUE.....	16
ADDITIONAL RESOURCES	18
Example 1: 2016 Completed TRACKING TOOL.....	19
Example 2: Getting a Late Start in 2018.....	20
2018 Printable Chart.....	21

COPYRIGHT INFORMATION

Congratulations on purchasing “The 48 Week Achievement Plan for 2018. It is my wish that you will use this program to make positive changes in 2018.

All Rights Reserved. This guide may not be reproduced or transferred without the written consent of the author, who may be contacted through her website: www.organizeithome.com.

I greatly appreciate your integrity!

Karen Sprinkle

© 2017-2018 by Karen Sprinkle

Karen Sprinkle, CPO®

Guide design by [eBook Evolution](#)

INTRODUCTION

I am a believer in goal setting. I know it works. I set big goals at the beginning of every year. I have met many goals and I have failed miserably with others.

I enjoy walking. It makes me feel good and it is an excellent way to burn extra calories. A few decades ago I was a consistent walker, meaning it was an almost daily habit. Things change; that's part of life, right?

I stopped being so consistent. I would set a yearly walking goal and get off to a good start, then stop. The pattern continued year after year. It was in 2015 that I had a breakthrough. I figured out what motivated me. I created a tool, a tracking chart, that keeps me accountable and has some pretty nifty forgiveness built into it.

I began using a chart that I called the 48 Week - Don't Break the Chain in the late summer of 2015. I was able to achieve a revised 2015 goal of walking 365 miles using the chart. I also used a free app on my phone called Runkeeper to track the distance for each walk. Runkeeper also tallies my miles for the week which is helpful.

THE 48 WEEK ACHIEVEMENT PLAN - 2018 GUIDE

In 2016, I used a revised edition of my tracking tool and reached my 624-mile walking goal before the end of the year. My weekly target in 2016 was to walk thirteen miles. Some weeks I hit the target with ease, other weeks it was hard. The tool did its work; it kept me accountable.

The program, which is now called the 48 Week Achievement Plan, focuses on weekly milestones instead of daily ones. Let's dive into the details of how all this works.

HOW MOST CHAIN CALENDAR PRODUCTS WORK

In the past, I tried a calendar technique known as “Don’t Break the Chain”. The traditional chain calendar plan forces your focus on a daily activity.

The plan involves making an X on each day that you accomplish a set task. The continuous X's form a chain. The objective is not to break the chain.

I tried the traditional daily version several times for various activities, but it didn't work for my personality.

When I missed a day and broke the chain, I could not get past it. My chain never exceeded seven links. I gave up on the technique.

Don’t get me wrong. The daily chain technique does work for many people. It may be that those of us with a perfectionist tendency

The Traditional “Don't Break the Chain” Plan

(for tracking a daily activity)

1. Get a large Year-at-a-Glance wall calendar and a red marker.
2. Decide on an activity that you will do everyday
3. When you complete the daily activity, place a large red "X" over the square on the calendar
4. Repeat, repeat, repeat
5. A chain of "X's" is formed after a few days
6. Your job is to not break the chain.

THE 48 WEEK ACHIEVEMENT PLAN - 2018 GUIDE

have the most trouble with it. I'm a recovering perfectionist. I have finally learned that perfection is not attainable. Instead, I strive to do my best given my current circumstances, but the tendency to want perfection persists. It is an ongoing struggle.

As a general rule, people with perfectionist tendencies are “all or nothing” types of people. We perfectionists are also procrastinators. We don't even start on projects or set goals because we fear that we can't achieve perfection. We wait until we have time to do something perfectly or until we have time to dedicate 100% of our energy to the project. The time is never perfect.

What is the answer for us?

The answer is the 48 Week Achievement Plan. It includes an extremely flexible tracking tool with permission and forgiveness built right in!

THIS IS NOT LIKE OTHER CHAIN CALENDAR PRODUCTS

The 48 Week Plan allows you to focus on a weekly activity, that when completed, will ensure that you meet your annual goal.

- Dividing the annual goal into 48 weeks instead of 52 weeks gives you four weeks of built-in permission to skip.
- Your strategy can vary depending on your schedule. Some weeks you may have six days to get it done and other weeks you may only have three or four days.
- It is flexible enough to track different types of activities
 - Walking, running or cycling
 - Strength Training
 - Sales Calls
 - Writing (word or page count)
 - Clutter clearing - (pounds of paper or bags of give-away)
- Use it for activities for which you are 100% responsible.

PRINT YOUR 48 WEEK ACHIEVEMENT CHARTS (S)

Your dated tracking tool is on the last page in this publication. It is best to print in color because the four separate quarters of the year have been color-coded. Print a chart for each activity that you want to track.

Users have had good success with storing the chart on a simple clipboard and hanging it where it will be seen every day.

This guide is short. I recommend reading it on your computer or mobile device. I love an App called "Send to Kindle." The App allows the user to send any PDF document to a device loaded with the Kindle App. I send most PDF's that I want to read later to my iPad using the "Send to Kindle" App.

Printing only the page with the chart can be done through your printer dialog box. Click FILE from the menu and select PRINT. When the dialog box opens, click the pages option and enter "21" in the box. This will select only the chart (page 21) for printing.

The 48 Week Achievement Plan

(for weekly activity tracking)

1. Print your 48 Week Achievement Chart
2. Decide on an annual goal and a weekly target
3. When you achieve the weekly target for your activity, place an "X" over the square on the calendar
4. Repeat, repeat, repeat – Watch as a chain of X's grows.
5. Your job is to not break the chain.
6. Give yourself the gift of a FREE week when life gets in your way

THE 48 WEEK ACHIEVEMENT PLAN - 2018 GUIDE

SET YOUR ANNUAL GOAL AND WEEKLY TARGET

There are a couple of ways to approach your goal setting. You can decide in the beginning what your annual goal will be and simply divide it by 48 to get your weekly target. Is that number realistic?

Sometimes you won't have any idea what your annual goal should be. If that is the case for you, think about your past performance. What weekly or monthly milestones were you able to reach? Could you replicate that number week after week? If you feel that it is an achievable weekly goal, multiply that number by 48 and the result will be your annual goal.

Both of these methods will benefit from careful thought and some number crunching. Your weekly target should be achievable but not easy. The best goals make you feel a little nervous and force you to push yourself to complete them.

THE 48 WEEK - WALKING PLAN

For this example we will use my 2016 Goals and lessons learned.

- Write your weekly walking goal in the blank space next to the words “My Weekly Target”
- Write your annual walking goal under the words “2018 Goal”

MOVING RIGHT ALONG

At the end of the first week, assuming you hit your target, make a large X on the square for week one. Record your actual mileage in the upper triangle.

Continue through the weeks, hitting your target, making the X and recording your mileage. Now you have a chain of X's on your chart.

OOPS! SOMETHING GOT IN THE WAY

When something happens, that throws you significantly off course for the week, give yourself a “free week.” Place the X on the square and record your actual mileage.

There are four “free” boxes on the lower right section of the chart. Record the week number of your first “free” week in the first box. I like to write a word on the square to remind me of what happened.

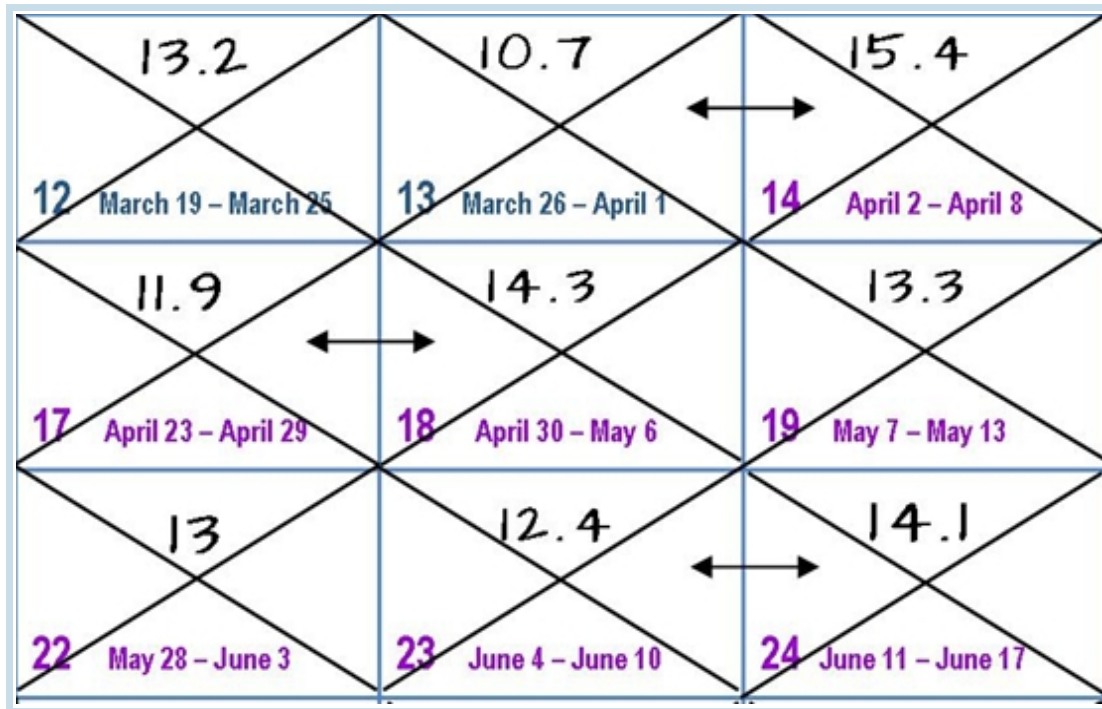
THE 48 WEEK ACHIEVEMENT PLAN - 2018 GUIDE

13.2 FREE WEEK 43 Oct 22 – Oct 28	1.8 FREE WEEK 44 Oct 29 – Nov 4	2.1 FREE WEEK 45 Nov 5 – Nov 11	
4 FREE WEEK 48 Nov 26 – Dec 2	$13.$ GOAL! 49 Dec 3 – Dec 9	13.5 50 Dec 10 – Dec 16	
Write the week numbers of your 4 “FREE” weeks in these boxes.			
Snow 3	Broken wrist 44	wrist & smoke 45	knee and rain 48

You can see on the 2016 example page that I took my first free week because of a snowstorm. I took another one later in the year when I broke my wrist. Another one was necessary when forest fires around my city caused the air to be filled with smoke for several days.

Save your “free” weeks for real events. The four quarters of the year are color coded. You could take one “free” week per quarter or save them for when you really need them. I used one in February 2016 and didn’t need the other three until the fourth quarter.

THE 48 WEEK ACHIEVEMENT PLAN - 2018 GUIDE



COMING UP A LITTLE SHORT

There were five weeks in 2016 when I barely missed my target of walking thirteen miles. The first time it happened was in March. On a Saturday, my son had an emergency, and needed my help. I was not able to walk as planned. I had only walked 10.7 miles, but I didn't want to waste a free week. I decided that if I could make up the 2.3 miles the next week, then I could put the X in the square and continue my chain. I was able to do it. I walked 15.4 miles the next week and placed X's in both squares. I also drew a double-sided arrow connecting the squares. I told you in the beginning that this system has built-in forgiveness.

THE 48 WEEK ACHIEVEMENT PLAN - 2018 GUIDE

HOW DID THAT HAPPEN?

(Nerd alert – I can get a little analytical – skip this part if you want to)

In 2016 I hit my annual walking goal three weeks before the year ended. I took the four “free” weeks. Was my math off? Dividing my annual goal of 624 miles by 48 weeks does, in fact, equal 13 miles per week. How did I hit the target early?

<i>Free Week</i>	<i>Miles Walked</i>
Week 3	3.9
Week 44	1.8
Week 45	2.1
Week 48	4
TOTAL	11.8 Extra Miles

I did not account for the actual miles that I walked during my free weeks. The table shows that I gained almost a week of mileage during the four free weeks. That accounts for one week, but what about the other two?

We took a beach vacation in September. I love to walk on the beach. I walked 26.8 miles the week we were on vacation. That

is more than double the weekly target. That accounts for another week. There is one more week in the accounting.

I rarely walked exactly thirteen miles. Most weeks I exceeded my goal by a few tenths of a mile. Those few tenths added up to thirteen miles over the course of the year. That accounts for the third week. I continued my walking during the last three weeks of 2016. I walked 664 miles instead of the 624 that I had projected.

It amazes me how these little overages made such a difference. We can use this knowledge to make small adjustments as we go and to set bigger goals in the future.

THE 48 WEEK ACHIEVEMENT PLAN - 2018 GUIDE

HOW TO HANDLE GETTING A LATE START

I developed this program in August of 2015. I set a goal for the remainder of the year, divided it into the number of weeks left, and proceeded to work the plan. I was successful.

You can begin using the program anytime. I have included an example page to illustrate how the charting tool works when you start later in the year.

I have used walking as an example again because it is easy to visualize. Remember this plan can be used to track many types of activities.

When starting later in the year, follow these steps to set a walking goal to be reached by the end of 2018. The figures in blue are from the example on page 20.

1. How many miles can you realistically walk in one week? _____ (e.g. 10)
2. How many weeks remain in the year? _____ (e.g. 39)
3. How many "FREE" weeks will you allow yourself? _____ (e.g. 3)
4. Subtract your "FREE" weeks (Step 3) from the remaining weeks (Step 2) _____ (e.g. 36)
5. Multiply the result in Step 4 by the weekly goal in Step 1 _____ (e.g. 360)
6. Use a pencil or gray marker to shade out the weeks that have already past.
7. Use a pencil or gray marker to shade out any excess "FREE" boxes.
8. Fill in your Weekly Target Statement and 2018 Goal
9. Get Started!

EPILOGUE

I'm writing this in December 2017. As you can see from the example, 2016 was an outstanding year for my walking program. Not only did I hit the goal, I exceeded the goal.

When I began planning 2017, I considered not using the charting tool because I felt like I had established a habit. As I thought through this idea, I realized not using the tool during 2017 would be a mistake. I did not quite trust myself to follow through without it. I'm so glad that I did use it, because let me tell you 2017 has been a tough year.

The walking goal for the year is not the real goal. The goal is to be fit, trim and healthier. Walking is a behavior that gets me toward that ultimate goal. The weekly mileage target and the annual mileage goal is simply a measurement of that behavior.

I haven't had the same passion for my walking program this year as I did last year. There were lots of days that I didn't want to go for my walk, but I did it anyway because I wanted to put an X on that square for the week. This program made me a better manager. I knew that if I put walking off at the beginning of the week, it would be next to impossible to complete the mileage in the remaining days.

This year I have taken a free week every quarter. It has also been a year when I have come up a bit short at the end of several of the

THE 48 WEEK ACHIEVEMENT PLAN - 2018 GUIDE

weeks. Ten times this year, I've had to borrow from the next week and draw the little arrows joining the two weeks.

Even with all of this resistance, the chart has helped me stay on target. I will reach my mileage goal before the end of the year!

Remember, I said that the real goal was to be healthy and fit. I had a physical last month. The first one I've had in a few years. My HDL or good cholesterol had risen significantly. It was in the upper range of normal.

My previous physical flagged the HDL as being slightly below normal. At that time the doctor advised a regular exercise program to help raise that good cholesterol. It worked. I'm also back into my favorite jeans. It is the consistency that is created by tracking the behavior that gets these long-term results.

Stephen R. Covey asks this question in his book, *The 7 Habits of Highly Effective People*; "What one thing could you do in your personal and professional life that, if you did it on a regular basis would make a tremendous positive difference in your life?" My one thing for the past few years has been consistent walking.

I challenge you to come up with your one thing, a behavior that you can chart on a weekly basis, to create positive change in your life.

ADDITIONAL RESOURCES

Thank-you for reading. I look forward to connecting with you and hearing about your success using “The 48 Week Achievement Plan” this year.

Connect with Karen

Website: www.organizeithome.com

Facebook Page: <https://www.facebook.com/OrganizedKaren/>

Pinterest: <https://www.pinterest.com/karensprinkle1/>

Linkedin: <https://www.linkedin.com/in/karensprinkle/>

Links to products – these are not affiliate links

Get the Runkeeper App for iPhone or Android <https://runkeeper.com/index>

Send to Kindle App for reading PDF's on mobile devices

<https://www.amazon.com/gp/sendtokindle/pc>

https://www.amazon.com/gp/sendtokindle/mac/ref=stk_pc_mac

Disclaimer

The walking program described in the guide is based on the author's own experience and is not intended as medical advice. Consult your medical provider before beginning any exercise program.

EXAMPLE 1: 2016 COMPLETED TRACKING TOOL

48 Week Achievement Chain

My Weekly Target:

Walk 13 Miles

2016 Goal

624 Miles

1	13.2 Jan 1 – Jan 7	2	13.1 Jan 8 – Jan 14	3	3.9 FREE WEEK Jan 15 – Jan 21	4	13.4 Jan 22 – Jan 28	5	13.1 Jan 29 – Feb 4
6	13.2 Feb 5 – Feb 11	7	13.3 Feb 12 – Feb 18	8	13.1 Feb 19 – Feb 25	9	13.1 Feb 26 – March 4	10	13.4 March 5 – March 11
11	13 March 12 – March 18	12	13.2 March 19 – March 25	13	10.7 March 26 – April 1	14	15.4 April 2 – April 8	15	13 April 9 – April 15
16	13.2 April 16 – April 22	17	11.9 April 23 – April 29	18	14.3 April 30 – May 6	19	13.3 May 7 – May 13	20	13.1 May 14 – May 20
21	13.1 May 21 – May 27	22	13 May 28 – June 3	23	12.4 June 4 – June 10	24	14.1 June 11 – June 17	25	13.2 June 18 – June 24
26	13.1 June 25 – July 1	27	13 July 2 – July 8	28	13 July 9 – July 15	29	13.1 July 16 – July 22	30	11.4 July 23 – July 29
31	14.9 July 30 – Aug 5	32	13.3 Aug 6 – Aug 12	33	13.2 Aug 13 – Aug 19	34	13 Aug 20 – Aug 26	35	13.1 Aug 27 – Sept 2
36	13.3 Sept 3 – Sept 9	37	26.8 Beach walks Sept 10 – Sept 16	38	13.1 Sept 17 – Sept 23	39	13.3 Sept 24 – Sept 30	40	13.5 Oct 1 – Oct 7
41	11.2 Oct 8 – Oct 14	42	14.8 Oct 15 – Oct 21	43	13.2 Oct 22 – Oct 28	44	1.8 FREE WEEK Oct 29 – Nov 4	45	2.1 FREE WEEK Nov 5 – Nov 11
46	13.2 Nov 12 – Nov 18	47	13.1 Nov 19 – Nov 25	48	4 FREE WEEK Nov 26 – Dec 2	49	13 GOAL! Dec 3 – Dec 9	50	13.5 Dec 10 – Dec 16
51	13.2 Dec 17 – Dec 23	52	13.6 Dec 24 – Dec 30	Write the week numbers of your 4 "FREE" weeks in these boxes.					
Snow		Broken wrist		wrist & smoke		knee and rain			
3		44		45		48			

48 Week Achievement Chart
My Weekly Target:

2018 Goal

1 Dec 31 – Jan 6	2 Jan 7 – Jan 13	3 Jan 14 – Jan 20	4 Jan 21 – Jan 27	5 Jan 28 – Feb 3
6 Feb 4 – Feb 10	7 Feb 11 – Feb 17	8 Feb 18 – Feb 24	9 Feb 25 – March 3	10 March 4 – March 10
11 March 11 – March 17	12 March 18 – March 24	13 March 25 – March 31	14 April 1 – April 7	15 April 8 – April 14
16 April 15 – April 21	17 April 22 – April 28	18 April 29 – May 5	19 May 6 – May 12	20 May 13 – May 19
21 May 20 – May 26	22 May 27 – June 2	23 June 3 – June 9	24 June 10 – June 16	25 June 17 – June 23
26 June 24 – June 30	27 July 1 – July 7	28 July 8 – July 14	29 July 15 – July 21	30 July 22 – July 28
31 July 29 – Aug 4	32 Aug 5 – Aug 11	33 Aug 12 – Aug 18	34 Aug 19 – Aug 25	35 Aug 26 – Sept 1
36 Sept 2 – Sept 8	37 Sept 9 – Sept 15	38 Sept 16 – Sept 22	39 Sept 23 – Sept 29	40 Sept 30 – Oct 6
41 Oct 7 – Oct 13	42 Oct 14 – Oct 20	43 Oct 21 – Oct 27	44 Oct 28 – Nov 3	45 Nov 4 – Nov 10
46 Nov 11 – Nov 17	47 Nov 18 – Nov 24	48 Nov 25 – Dec 1	49 Dec 2 – Dec 8	50 Dec 9 – Dec 15
51 Dec 16 – Dec 22	52 Dec 23 – Dec 29	Write the week numbers of your 4 “FREE” weeks in these boxes.		