

Your name

Tutor's name

Course

Date

Advantages of Planning

We all have tasks of various difficulties, whether it is a job, studies, or just everyday life. We understand that very often this can take up a lot of time; that is why we try to start dealing with these tasks as soon as possible. We spend a lot of time doing what we think needs to be done to succeed. However, in the end, it often does not pan out, so we have to start all over again. Why does this happen? Whatever we have to do, we can always come across unexpected difficulties or pay attention to those aspects that are of minor importance, at the same time leaving important things out. When we realize that what we did was a complete waste of time, it is too late to change anything. So, what do we have to do to work more effectively? Well, careful planning may be a way out.

Brian Tracy, author of *Goals! How to Get Everything You Want — Faster Than You Ever Thought Possible*, defines seven main advantages of planning:

- Planning will help you organize your thinking and identify all key issues
- Planning will help you think through all the actions you must take to save time and effort
- Discussing a plan or analyzing it yourself will help you identify potential flaws, to be ready to face them in the process of accomplishing your task
- Identifying weaknesses of your plan and thinking of possible actions to avoid failure if something goes wrong
- Identifying the strengths of your plan so that you are able to use additional opportunities to increase the likelihood of your success

- While planning, you can choose one or two vital aspects to focus on, not spreading your efforts on less necessary things.
- Careful planning helps you avoid confusion and mistakes, which are very likely to occur if you approach your tasks without even thinking about what to do.

Having figured out why it is necessary to plan, let us think of how to plan correctly and what pitfalls you should avoid. First, you should know how to distinguish between main objectives and secondary ones. Ask yourself why you need to do this and what benefits it will possibly bring. Trying to accomplish too many objectives at the same time may lead to none of them being complete, so choose wisely. Do not over estimate your inner resources, and do not plan for more than you can possibly cope. If you fail once trying to cope with what is beyond possibility, you can lose confidence when dealing with the next task, and this psychological factor might be difficult to get rid of. At the same time, do not allow yourself to do less than you can. This way, you will not make any progress and will not develop your skills. It may sound a bit strange, but too much planning is bad as well. It is nearly impossible to predict what you will have to do at every stage of a process, what problems you will have to face, and how it will all turn out. In such a way, planning is an important step in achieving success in any task, but it should not delay the process itself.

Bibliography

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