



MONDAY MOTIVATOR

COMPLEMENTS OF WILL ROBERTSON

SPEAKER / TRAINER / MANAGEMENT COACH

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PLANNING AHEAD

It's Sunday evening and you're arriving at the airport international terminal 3 hours prior to departure. Your trip is going to be part business and part pleasure as you and your spouse think about the two weeks you're about to spend in Europe. You'll be visiting Paris, London, Madrid, Berlin and Rome during your trip. You have planned this trip for nearly three months and you're sure everything is in order.

You have planned ahead. Tickets, passports, medical and life directives, train passes for the Euro Rail, lodging, credit and debit cards, itinerary, clothes for both formal and casual needs as well as weather changes. You arranged for your house to be checked on, automatic light actuators, security arrangements, even a neighbor to water the plants once per week if needed. Is there anything you might have left out? How can you be sure? Having a nagging concern that you can't recall closing the garage door at 37,000 feet over the Atlantic Ocean is not good for your happy mood. But what about the plane you're about to board? Who is in charge of that mega machine? How many moving parts are there? How many people are needed to make the flight safe, reliable and on time? Is there enough fuel? Do they have enough cocktails?



It's easy to overlook minor and sometimes more important details when planning major events. This is true for new product roll outs, management awards ceremonies, sales acknowledgement and training conferences and all the other events that make up your life, both personal and professional. I've been a pilot for the past 40 years and have grown accustomed to using check lists before getting into any aircraft. This practice has come in handy for many other activities as well.


Take the New Year just around the corner as one example. Because of the three Monday Motivator editions on GOALS published in 2016 we had many requests for more of that sort of focus. Since the balance of the year is devoted to revisiting old topics, this edition is devoted to PLANNING. Do you need a checklist for everything you do? Not really, but one of the habits of successful people is planning ahead and that requires making lists of considerations ahead of time so you are prepared.

Why not print this page and fill in the blanks below to give you a head start?

| WHAT I WANT FOR 2017 | |
|-----------------------------|----|
| CAREER | 1. |
| | 2. |
| | 3. |
| HEALTH | 1. |
| | 2. |
| | 3. |
| MONEY | 1. |
| | 2. |
| | 3. |
| RELATIONSHIPS | 1. |
| | 2. |
| | 3. |
| COMMUNITY | 1. |
| | 2. |
| | 3. |

Just thinking about what you want for the coming year does not have to be complicated. If you can name just three wishes for each of these five categories shown, you'll be ahead of 85% of the people. The category of COMMUNITY can include your faith, neighborhood, city, state or even federal government. Planning ahead takes into account what you need to do in order to succeed. You can add more detail about each answer you write down in the table above, but only after you have written the answers down.

Now let's go back to that plane you are about to board. Would you like to know what the pilots have to consider before they fly this 750,000 pound behemoth into the air all the way up to 37,000 feet? On the next page I have pasted an actual 747 checklist for your review. As you look at it, try to imagine if just one of these checklist items did NOT get done? Would you be okay with that? Since your life is your flight and you are the Captain I bet you want each item checked.



**SEABOARD
WORLD AIRLINES
747F**

NORMAL OPERATING CHECKLIST

BEFORE TAXI

START ARM SWITCH OFF
ELECTRICAL POWER SET
APU BLEED CLOSE
HYDRAULICS AUTO/NORMAL/ QTY CKD
SEAT BELTS & SHLDR HARNESS ON
GEAR & NOSE STEER PINS REMOVED/CKD
GROUND EQUIPMENT DISCONNECT/CLEAR

TAXI CHECK

NACELLE ANTI-ICE SET
FLAPS GREEN LIGHTS/DETENT
CONTROLS CKD
STAB & TRIM THREE SET
TAKE OFF DATA CKD/SET
FLT & NAV INSTRUMENTS X-CKD/SET
ALTITUDE SELECT SET
APU SHUT DOWN
CARGO HEAT NORMAL
FUEL HEAT OFF

FUEL SYS SET/MAIN BOOST PUMPS ON
IGNITION FLT START
ANNUNCIATOR LIGHTS CKD
AIR COND SET

BEFORE TAKE OFF

LANDING & STROBE LIGHTS ON
TRANSPONDER ON
AUTO BRAKE ARM
BODY GEAR DISARM

CLIMB

LANDING GEAR UP & OFF
FLAPS UP-LIGHTS OUT
PROBE HEAT ON
NO SMOKE OFF
IGNITION SET
FUEL SCHED SET
AIR COND SET

TRANSITION LEVEL CHECK/OR/18,000 FT

LOGO & LANDING LTS OFF/10,000'
ALTIMETERS RESET

DESCENT

IGNITION FLT START
SEATBELTS/SHLDR HARNESS & SIGN ON
FLT MODE ANNUNCIATORS TEST
GROUND PROX TEST
RADIO ALT TEST/2000
RADIO INS SWITCH RADIO
PRESSURIZATION SET
HYDRAULIC SYSTEMS CKD/NORMAL
FUEL MANAGEMENT SET FOR LANDING

18,000 FT/OR/TRANSITION LEVEL

ALTIMETERS
LANDING DATA
LANDING & LOGO LIGHTS
APPROACH

FLAPS GREEN L
ADF/VOR SWITCHES
RADIO ALT
NACELLE ANTI-ICE
FUEL SYS MAIN BOOST
NO SMOKE
BEFORE LANDING

LANDING GEAR DOWN
AUTO BRAKE
SPEED BRAKE
FLAPS
FLAG SCAN OM-500'
AFTER LANDING

BODY GEAR STEERING
SPEED BRAKE
FLAPS
LDG LTS & STROBE LIGHTS
IGNITION
RADAR & TRANSPONDER
STABILIZER TRIM
BRAKE TEMP & HYDRAULICS
ANTI-SKID GROUND MODE
UPPER DECK & CARGO HEAT
FIRE WARNING
APU
PARKING

PARKING BRAKE
APU OR EXTERNAL POWER
START LEVERS
SEAT BELT
PROBE HEAT/WINDOW HEAT
EXTERIOR LIGHTS
EMERGENCY EXIT LIGHTS
INS
HYDRAULIC AIR PUMPS
WT & BAL POWER SW
FUEL BOOST PUMPS
FUEL RESERVE VALVES
STANDBY POWER SWITCH
RADIO MASTERS
FOR TERMINATING FLIGHT
OXYGEN VALVE
APU
BATTERY

BEFORE STARTING

- INS 3 CKD/ALIGN
- O₂ & INTERPHONE ON 100% CKD/BOOM
- STATIC SOURCE SEL NORMAL
- ANTI-SKID ON
- BODY GEAR STEERING ARM
- AUTO BRAKE LDG-OFF
- COMPASS CONTROLLERS SLAVED
- EMERGENCY LIGHTS ARMED
- SEAT BELT, NO SMOKE ON
- ALT FLAPS OFF
- STALL WARNING TEST/NORMAL
- MACH A/S TEST
- NACELLE & WING ANTI-ICE OFF
- PROBE HEAT PITOTS ONLY
- WINDOW HEAT ON
- EXTERIOR LIGHTS SET
- RADIO INS SWITCH RADIO
- NAV RADIOS/AUTO FLT PANEL CKD/SET
- GROUND PROX TEST
- FLT MODE ANNUNCIATORS TEST
- FLT INSTR/FLT DIR/ALTS CKD/TEST/SET
- RADIO ALT TEST
- RESERVE BRAKE CKD/CLOSED
- LDG GEAR DOWN/GREEN
- SPEED BRAKE FWD DETENT
- THROTTLES/START LEVERS CLOSED/CUTOFF
- PARK BRAKE SET/PRESS CKD
- SELCAL/RADAR & TRANSPONDER SET/STBY
- ELECTRICAL PANEL SET
- OIL QUANTITY NORMAL
- FUEL QTY/GROSS WT LBS/SET
- FIRE WARNING TEST
- WT & BALANCE LBS/%
- ANTI SKID GROUND MODE TEST
- FLT RECORDER TEST/SET

PRIOR TO PUSH BACK/START

- INS 3 NAV
- BEACON ON
- HYDRAULICS #1 ADP/#4 ELEC PUMP ON
- DOORS CKD/LTS OUT
- EVAC SLIDES LATCHED & AUTO
- FUEL BOOST PUMPS ON

• REQUIRED AT TRANSIT STATIONS

The only activity not shown here is the starting of the engines. That happens at the end of the push back / start list.

That's it for this edition of The Monday Motivator. Our circulation is 7,600 as of Nov. 2016. If you would like to have this content under you company banner, logo or other header we have a plan for that. Also if you would like to have your company showcased to our audience we have a plan for that as well. If you want a newsletter custom written only for your company, call me.

Until next time I'm Will Robertson, Speaker, Trainer and Management Coach sending you good wishes for performance excellence.

For booking me or any of our associates as a speaker, trainer, consultant or coach call 1-800-242-1900 or E Mail me at prospeaker@cox.net

Planning a New Year kickoff event for your managers or sales / CRM teams? Consider a professional speaker / trainer for your program. 562-577-7000

