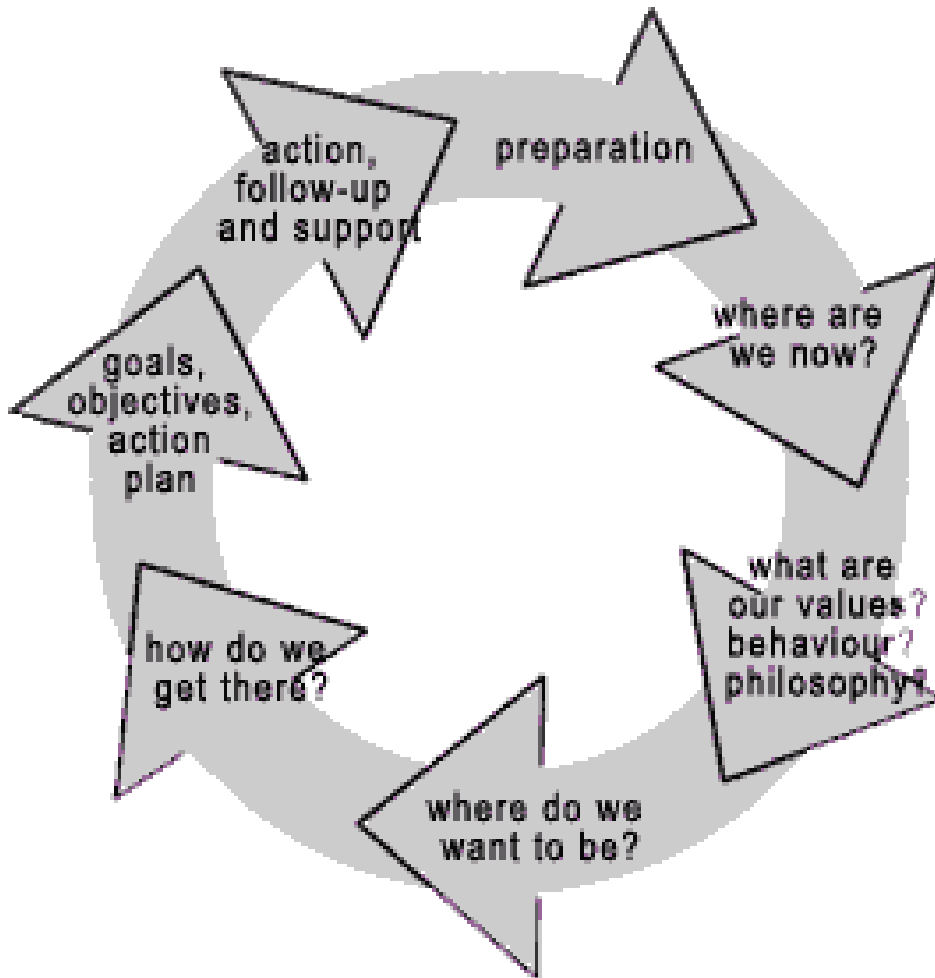




少林功夫學院  
Shaolin Kung Fu Academy

# Planning Cheat Sheet

## Kung Fu Instructors in training Program



# The Shaolin Kung Fu 5 Animal Planning

*5 Animal Kung Fu is a way of life; the 5 Animal Metaphor can be used for many aspects of life, including planning.*

## The Dragon, the What & How

The Dragon is for Concept, Vision and path; and represents the metaphysical aspect of the animals. In 5 Animal planning it represents that Yang - WHAT and the Yin - HOW. Define clearly what you want, visualise it, the ideal class, the ideal car, TV. Once you know what you want, the Dream, turn it in to a vision by defining the path, how you are to achieve this.

### Example

Make a rough list of what you will be working with.

What	I want this class to be a good workout class without a lot of complexity but high energy
How	I will do this by addition of music and rhythm and include some type of competition activity in the standard warm-up

## The Snake, facts & Assumptions

Now that we have a bit of a picture we need to know what we have and what to work-with. This is again in the form of Yin (assumptions) and Yang (givens);

### Example

Make a rough list of what you will be working with.

Given	a Beginners Class, 75 minutes, Caulfield Venue, time 7pm, Standard warm-up with something extra;
Assumptions	about 14 (+/- 3), about 8 Grey Sash and of these 4 that have not had 10 classes;

## The Crane, people and perceptions

We also need to consider the human element in our planning and the human ability for many to see one thing but have many versions. And again, the Yin and Yang of it;

### Example

Hinder	there will probably be at least two students with less than 10 classes each that need attention; more senior person need a more involved and challenging exercises
Help	some advanced students can help; KIiT students can also help and assist; if another Black Sash is there they can lead for 15 minutes the CV while i attend the new students.

## The Panther, Review & Options

Now it is time to take a step back. The Panther teaches us to see the big picture in context and consider options and extras. This may be a time to have a look at the "6 Thinking Hats" by Edward Debono.

**Example**

Context	how will all this work together; dose it flow from one to the next; is there enough leeway for 'human' needs and planning, what can go wrong
Specials	what materials could i use, bags, balls, materials, outside, etc. What can i put into this class to excite, entice and invigorate my students

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**The Tiger, Action & Connection**

Right, let's put this all together in a SMART way. To know if this is right we need to make a decision to do it this way; no ifs or buts or what-evers and than review the whole thing again.

**Example**

Do	Put it all on paper the SMART way; Specific (what) , Measurable (i was successful if . . .), Attainable (Possible), Resourced (materials) and Timely (a time based plan)
Review	now go back through the 5 animals planning again and see if your SMART Plan is what you wanted in the beginning.

**Conclusion**

Once you have used this method a couple of times, step by step you will notice that your daily planning will become superior naturally. You will be more accurate, reliable, dependable and successful by just a little planning discipline!

Remembering that the above is a simplified description that is used once you have made it a habit. initially you will need to put more work in to it

It is interesting to note that the exact opposite is used in analysing; Tiger, Panther, Crane, Snake & Dragon. You could sort of call it the Creative Cycle and the Annalistic Cycle. But that for another time.

## 5 Life Guides

1 - Speak Impeccably of Others

2 - Let Go of Judgement

3 - Take Nothing Personally

4 - Do Everything with Passion

5 - See the Bigger Picture

Note Guide 1 to 4 defined by Carlos Castaneda's  
Guide 5 developed by Master Robert Z

## 5 Individual Needs

1 - To Live

2 - To Love

3 - To Learn

4 - To Leave a Legacy

5 - To Laugh

Note Guide 1 to 4 defined by Stephen R Covey  
Guide 5 discovered by Master Robert Z

# The 8 Habits of Success

## Internal Habits

- 1 - Be proactive
- 2 - Begin with the end in mind
- 3 - Put first things first

## External Habits

- 4 - Think Win-Win-Win
- 5 - Seek first to understand before you seek to be understood
- 6 - Synergise

## Foundation Habits

- 7 - Renew and review
- 8 - Maintain Life Balance

Note1 First seven habits are authored by Stephen R Covey in his book “the seven habits of highly successful persons

Note2 The 8th habit is authored by Master Robert Z and covered in his book “life balance”

## 5 Problem Solving Steps (DAISI)

1. **Define** the Problem (in your mind)
2. **Analyse** the Problem (why is it a problem, you, them, the situation)
3. **Information** what supporting or deflecting information is available.
4. **Solution**; decide on a workable and doable solution.
5. **Instigate Action**

## FISHER Classes

**F**lexible - plan your classes and be flexible. When you book your students in, write down their whole name and remind yourself of their level and progress. Incorporate this into your class plan. Once you see all students, see the distribution of levels, review your plan mentally and make adjustments.

**I**nteresting - A class should be interesting for you, for junior and senior students and very importantly also for you. It should be a growing, stretching and learning experience every time!

**S**afe - Train Safe, Think Safe, BE SAFE. There is no substitute for Safety. Shaolin Kung Fu is all about Safety, your safety and your students safety

**H**ealthy - there are many techniques, variations and moves that are safe but not healthy. This is often not obvious. It is very important that you keep to the Liang-I way of training and teaching. There is an underlying structure and principles into which a lot of time, effort and thought has gone into. You may find that some things look better. Please do not include this into your teaching unless it is cleared with the respective master or Master Robert Z. IMPORTANT!!!

**E**njoyable - learning should be fun. This is another of Shaolin Academy 5 Rules/Guides. Make an effort to make your classes enjoyable for you and for your students!

**R**eview - After class, review in your mind how all went. The good points, the bad points, what you can improve and what went really well. THIS IS ALSO IMPORTANT. And once every three months, seek to have one of your classes reviewed by a senior instructor or specialist master!