

## LIFE PULSE

# You can be incredibly productive and still be moving in the **wrong direction.**

*Time management is usually the symptom. The deeper issue is alignment — because if you are pointed the wrong way, getting more efficient only helps you get to the wrong place faster. Start here: audit the system you already use.*

## PART ONE · THE FIVE COMPONENTS OF A PLANNING SYSTEM

*It does not matter whether you use our planner, another planner, an app, or a piece of paper. A good planning system needs these five things. Check the ones yours truly does, and on the line write what is missing.*

### 1 A STRATEGY BEHIND IT

A planner cannot just be a place where you dump everything you hope to accomplish. Something has to decide what earns a spot before anything gets written down.

☐ MY SYSTEM DOES THIS \_\_\_\_\_

### 2 IT HOLDS YOUR COMMITMENTS

The things you have already said yes to need to live somewhere you can actually see them — not in your head, not in six different places.

☐ MY SYSTEM DOES THIS \_\_\_\_\_

### 3 YOUR GOALS ARE VISIBLE

If the things you say matter most are disconnected from the way you plan your day, the urgent will eventually overpower the important.

☐ MY SYSTEM DOES THIS \_\_\_\_\_

### 4 IT COMES WITH YOU

It cannot be something you leave at home and forget about. It needs to be present when decisions are being made.

☐ MY SYSTEM DOES THIS \_\_\_\_\_

### 5 HAVE TIME FOR MARGIN SCHEDULED IN

Your day is never going to go exactly according to plan. If margin is not scheduled, the unscheduled eats the plan.

☐ MY SYSTEM DOES THIS \_\_\_\_\_

**Score yourself honestly.** Most people have two or three of the five — which is exactly why their week keeps getting decided by whatever is loudest. Whatever you did not check is the part of tomorrow that is still being left to chance.

THE COMPONENT MY SYSTEM IS WEAKEST ON \_\_\_\_\_

WHAT I WILL CHANGE ABOUT IT THIS WEEK \_\_\_\_\_

## PART TWO · STEP ONE · PLAN TOMORROW TODAY (PTT)

*Your brain chases things at night because it is trying to protect you from forgetting something you believe is important. Stop asking it to hold tomorrow all night — get tomorrow out of your head before you go to bed. Then you wake up with intention instead of reacting to whatever is loudest.*

**EVERYTHING MY BRAIN IS HOLDING ABOUT TOMORROW — EMPTY YOUR HEAD HERE FIRST**

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**Then turn the page.** PTT only works if you know what deserves to go on tomorrow's plan. That is **step two — Reverse Planning**, and **step three — Survival Shapes**: how to execute in order, and how to know when to stop. Both are on page two. Do them tonight.

# Build tomorrow **before** tomorrow builds you.

Date of the day you are planning: \_\_\_\_\_ Do not make a random task list. Decide what tomorrow actually needs to look like.

## STEP TWO · REVERSE PLAN — IN THIS ORDER

| WHAT DO I WANT?        | WHAT DO I NEED?          | WHAT IS IMPORTANT?   |
|------------------------|--------------------------|----------------------|
| Start with the outcome | What truly has to happen | What earns your time |
| _____                  | _____                    | _____                |
| _____                  | _____                    | _____                |
| _____                  | _____                    | _____                |

Works the same for your year, your month, your week, or tomorrow. This is where your intention starts controlling your calendar instead of your calendar controlling your intention.

## NOW RUN THEM THROUGH THE DAILY PRIORITY MATRIX

|                                | URGENT — HAS TO HAPPEN TODAY                        | NOT URGENT — DOES NOT HAVE TO BE TODAY               |
|--------------------------------|-----------------------------------------------------|------------------------------------------------------|
| IMPORTANT<br>TIED TO A<br>GOAL | <b>DO IT TOMORROW</b><br>Today, and tied to a goal. | <b>SCHEDULE IT</b><br>Tied to a goal, but not today. |
| NOT<br>IMPORTANT               | <b>MINIMIZE IT</b><br>Today, but moves no goal.     | <b>QUESTION IT</b><br>Not today, moves no goal.      |

Something being loud does not make it important. Something showing up in your inbox does not automatically earn your time. Something being urgent to somebody else does not make it your priority.

## STEP THREE · SURVIVAL SHAPES — YOUR SEVEN MEANINGFUL TASKS

|                                                                                          |                                                                                    |                                                                                  |
|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>○ ONE CIRCLE</b><br>The one task that absolutely has to happen — do it first<br>_____ | <b>□ THREE SQUARES</b><br>The next three most important<br>_____<br>_____<br>_____ | <b>△ THREE TRIANGLES</b><br>The next three after that<br>_____<br>_____<br>_____ |
|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|

### UNDERLINE · ANYTHING YOU CAN FINISH IN ABOUT 15 MINUTES OR LESS

Work them in order — circle, square, triangle, underline. The quick items are the ones you knock out as time permits.

|                                                 |                                                                                 |
|-------------------------------------------------|---------------------------------------------------------------------------------|
| <b>TONIGHT I WILL PLAN TOMORROW AT</b><br>_____ | <b>SHELTER, WATER, FOOD — THEN GET COMFORTABLE. TOMORROW I STOP AT</b><br>_____ |
|-------------------------------------------------|---------------------------------------------------------------------------------|

The point is not how many things you cross off.  
The point is that the **right things get done first**.

Intention without structure becomes a good idea. Structure without intention makes you efficient at things that do not matter.

**Perpetual development** is intention leading the structure, and the structure bringing you back to your intention.

**The Life Pulse Planner is built to do all five of these for you** — goals, commitments, schedule, priorities and daily action in one place. Scan the code, or go to [LIFEPULSEINC.COM](https://LIFEPULSEINC.COM).



GET THE  
PLANNER