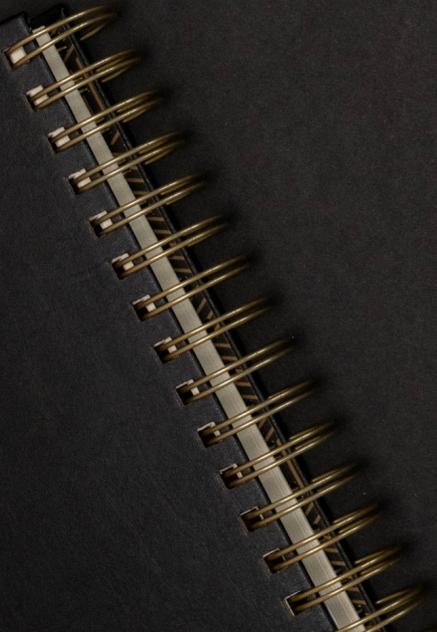




 FULL FOCUS PLANNER

GUIDEBOOK

FULL FOCUS PLANNER



OVERVIEW

The Full Focus Planner was born from the need for a holistic productivity solution, one that brought together the best achievement solution with the most practical system for personal productivity. At that time, Full Focus offered two best-selling courses. *Your Best Year Ever* equipped people to set and achieve goals. *Free to Focus* guided them in identifying and accomplishing their highest-leverage work. The missing piece was a bridge between the two systems. The search for that missing piece led to the creation of the Full Focus Planner.

The Full Focus Planner is an all-in-one system for setting achievable goals *and* linking them to concrete weekly and daily actions. That connection between annual goals and daily actions makes the Planner unique. The Full Focus Planner is the ultimate tool for goal *achievement*, at work, at home, and everywhere in between.

This guidebook will help you understand and begin using the unique features of the Planner. But don't stop there. Check out the detailed video tutorials on how to use the different frameworks inside the Planner. You can find them at fullfocusplanner.com/quickstart. They provide even greater detail, along with pro tips and tricks for making the most of your Full Focus Planner.

Why Paper?

In the age of smartphones, tablets, and computers, why use paper for planning or managing your life? As you begin using the Planner, you'll quickly discover three key benefits of using a paper planner.

- 1 It puts you in a less distracting position.** Digital tools are amazingly powerful, and we make full use of them here at Full Focus. But the electronic environment, including email, text messages, and social media, can be highly distracting. And nothing saps your focus and productivity faster than distractions. A paper planner avoids much of the risk of electronic distractions. It hones your attention, so you can think about what matters most.
- 2 It reinforces your plans, priorities, and commitments.** Research shows that writing things by hand enables greater learning and a higher rate of retention than typing the exact same content. That makes a paper planner especially helpful for keeping goals and commitments top of mind.
- 3 It forces you to think more carefully.** Writing longhand forces you to slow down and think. This provides an opportunity to clarify what you want and exactly how you will achieve it.

Does using the Full Focus Planner mean abandoning digital devices? Not at all. Most people opt for a hybrid solution.

This article explains how to pair digital tools with your Full Focus Planner to get the best of both worlds: fullfocus.co/digital-analog-hybrid.

Setting Up *Your Planner*

Before setting up your Planner, decide on the writing instrument you'll be the most comfortable with. If you're worried about making a mistake, consider using a pencil or a Pilot FriXion Erasable Gel Pen. They're amazing. Please note, however, that if you leave your planner in the sun and it gets too warm, the ink will disappear.

To fully set up your Planner, follow this checklist.

- Fill out your contact information on the first page of your Planner. This increases the likelihood of someone returning it to you if lost.
- Write in the names of the months of the upcoming quarter on the Calendar pages. The three monthly calendars are provided for your short-range planning and quick reference.
- Write the months and years in the 12-Month View pages. These pages are for your longer-range planning.
- Write the date for each day on the Daily Pages. There are 14 weeks' worth of these days. This step should take about 10 minutes.
- Leave the dates blank on the Weekly Preview pages for now. These are interspersed with the Daily Pages, right before each new week begins.

To quickstart your Planner, complete an abbreviated setup by filling in the dates for the first week or two.

Using *Your Planner*

Many people think they can't use the Planner until they complete the first few pages, including the Annual Goals list, Goal Detail pages, and Ideal Week. For most people, however, this mindset leads to procrastination and deprives them of the immediate results from using the Planner right away.

Based on the coaching of hundreds of clients and the feedback of thousands of customers, we recommend the following steps for beginning Planner users.

- 1 Start with the Daily Pages.** The Daily Big 3, in particular, is a game changer. These are the three most important, high-leverage tasks for the day. They can be related to either a goal or a project, but they must be important. The Other Tasks section of the Daily Pages is used for tasks of lesser importance or urgency. There's also a space to write daily appointments, take meeting notes or jot down ideas, and record a daily win.
- 2 Complete your first Weekly Preview.** Set aside time—typically between Friday afternoon and Monday morning—to complete this by reviewing the prior week and planning the next one. This helps you take stock of what's working and what isn't, shows where you need to pivot, and helps you orient yourself toward upcoming priorities. There's also a place for you to track your habit-goal progress on a weekly basis. Once you're in the rhythm of regularly completing the Weekly Preview, it'll probably take as little as 20 minutes or so.
- 3 Identify your annual goals.** When you set too many goals, it's difficult to focus on any of them. So write down no more than eight goals for the year. The primary reason people don't achieve their goals is they fail to review them on a regular basis. Simply put, their goals lack visibility. The Annual Goals list makes it easy to review your goals daily.

- 4 Complete a Goal Detail page for each goal.** Start by identifying whether your goal is an achievement goal (a one-time accomplishment with a defined end) or a habit goal (a recurring behavior you want to regularly practice). Then write the goal, making sure it conforms to the SMARTER Goals® framework.

S = SPECIFIC

M = MEASURABLE

A = ACTIONABLE

R = RISKY

T = TIMEBOUND

E = EXCITING

R = RELEVANT

Then designate which life domain the goal applies to, and identify your key motivations, next steps, and celebration upon completion. There's also a Goal Progress bar for tracking your achievement goals and a StreakTracker™ for tracking your habit goals. For more detailed instruction on setting goals that get results, see *Your Best Year Ever: A 5-Step Plan for Achieving Your Most Important Goals* (Baker Books, 2018) or the Full Focus Goal Setting course at learn.fullfocus.co/courses/full-focus-goal-setting.

- 5 **Start using the Calendar pages.** You already set up your calendars in the previous section. Now add your major events. Most Planner users employ a hybrid system for managing their calendars—a digital calendar for routine appointments and the Calendar pages for major commitments. There's value in filling these in once a quarter. It impresses them on your memory and reminds you of upcoming commitments. As a reminder, you can find more information on pairing the Full Focus Planner with electronic tools here: fullfocus.co/digital-analog-hybrid.
- 6 **Consider the 12-Month View pages.** These pages are completely optional. They provide a place for you to write your major events for the next twelve months. This gives you a handy, long-term overview of major events and commitments. Although optional, these pages are helpful for offering perspective and maintaining a sense of the larger context as you plan your weeks and days.
- 7 **Create daily rituals.** Nearly all high achievers in any field of endeavor use rituals to set themselves up for success. Regardless of vocation, everyone can benefit from four daily rituals: the Morning Ritual, Workday Startup Ritual, Workday Shutdown Ritual, and the Evening Ritual. These rituals put repetitive, positive behaviors on autopilot, freeing your mind to focus on creating a successful day. To begin using these rituals, simply identify the actions you want to do (or already do) each day and the order in which you want to do them.

- 8 Build your Ideal Week.** Begin by imagining how you would structure your week if you had 100% control of your time. If your week could go any way you wanted it to, how would that look? Write that on your Ideal Week pages. It's helpful and efficient to group similar activities together—a practice called megabatching. Once you've completed your Ideal Week, use it as a guide for each week, arranging your schedule to reflect it as much as possible. Not every week will perfectly align with your Ideal Week. That's okay. Remember, it's an ideal. However, mapping that ideal will help you make strides to maximize your productivity and focus on what matters most.
- 9 Complete your Quarterly Preview.** Take this step near the end of the current quarter. Similar to the Weekly Preview, the Quarterly Preview provides an opportunity to look back over the most recent quarter and then preview what's to come. It also provides a seamless way to set up your Planner for the next quarter. Be sure to complete it in a relatively private and quiet place where you can unplug. The best practice is to schedule your Quarterly Previews as a recurring appointment with yourself.

In addition to the structured Planner pages, there are blank pages at the end for taking notes and sketching. The final page is an index where, at the end of each quarter, you can create a topical reference to make it easy to return to specific notes or subjects.

Best Practices

When adopting any new system, it takes time and practice to become proficient. This is especially true of a productivity system, because it's foundational to how we accomplish our work.

Stick with the Full Focus Planner for at least one quarter. You will not only experience an immediate increase in your ability to focus and get tasks done but also become more proficient and comfortable with the system through consistent use. Soon it will become second nature. You'll wonder how you ever lived without it.

Begin using the Planner in the way recommended in this guidebook. Over time, you'll find unique ways to utilize its power according to your needs. But by starting with the method taught here, you'll build a foundation of experience and understanding of the system. You can tweak it as needed later on.

Here are five best practices to follow.

- 1 Schedule time to set up your Planner.** What gets scheduled gets done. Give yourself 30 minutes for the initial setup. In subsequent quarters, the Quarterly Preview will guide you through the process.
- 2 Start small and build.** Begin with the Daily Pages. Write down your Big 3 tasks and any small tasks or commitments. As you gain confidence, do a Weekly Preview, set some SMARTER Goals, then slowly begin filling in the other pages as you're able.

- 3 **Make time to plan your day.** You can do this during the Workday Shutdown Ritual on the preceding day or the Workday Startup Ritual for the current day. You're also welcome to do this during your Morning Ritual, or even the Evening Ritual of the preceding day. The key is for you to find what works best for you and to stick to it. Use this time to identify your Daily Big 3, include any other outlier tasks, and write out your appointments.
- 4 **Take your Planner with you everywhere.** Note your progress as you go. Keep checking in with your plan. Stay especially focused on your Daily Big 3. This is the secret to making progress on your goals for the quarter and the year.
- 5 **Experiment.** The Full Focus Planner provides a framework for maximum focus and productivity. Once you're more comfortable with how the system works, feel free to get creative. Try new things, and don't be discouraged. If some things work better for you than others, that's okay. This is *your* life!
- 6 **Join the community.** Join our private Facebook group at [facebook.com/groups/ffpthinktank](https://www.facebook.com/groups/ffpthinktank) and participate in the community. This is the best place to get inspired, ask questions, and learn new hacks for getting the most out of your Planner.

If you need additional support with your Planner or with implementing the Full Focus System, please reach out to your Full Focus Planner Certified Pro. If you don't yet have one, learn more at fullfocus.co/directory. For all other questions related to the Planner, feel free to contact us at support@fullfocusplanner.com. And finally, if you would like to learn more about ways to improve your goal achievement, productivity, and leadership, please visit fullfocus.co/courses.

GOAL *DETAIL*

TYPE OF GOAL

There are two types of goals: achievement goals and habit goals. This is an example of a habit goal.

GOAL SUMMARY

Write your goal, using the SMARTER framework: specific, measurable, actionable, risky, timebound, exciting, and relevant.

NEXT STEPS

List out what you need to do next, in order, to begin moving toward your goal. These are usually simple actions to kickstart your progress, but resist the temptation to add too many.

STREAKTRACKER

If this is a habit goal, or if you're using a habit to achieve your goal, track your progress here. Each line is one of the months in the quarter. Each number is a date within that month.

BODY LOVE MONEY
 MIND FAMILY WORK
 SPIRIT COMMUNITY HOBBIES

GOAL DETAIL

GOAL STATEMENT Write your SMARTER Goal.

Reinstate weekly date night by March 2.

ACHIEVEMENT GOAL HABIT GOAL

KEY MOTIVATIONS Write, then rank, your key motivations.

3	More fun every week
1	Deeper intimacy with Julie
2	Becoming a better man and husband
4	Establish more order and rhythm at home

NEXT STEPS List the first few projects or tasks that make up your goal.

- 1 Talk to Julie about this goal.
- 2 Find out what my assistant needs to schedule.
- 3 Calculate a date night budget.

CELEBRATION Decide how you'll celebrate your success.

Go on a weekend getaway with Julie to Gatlinburg.

GOAL PROGRESS Track your achievement-goal progress.

0% 100%

STREAKTRACKER™ Track your habit-goal progress.

M1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
M2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
M3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

GOAL DETAIL

- BODY
- MIND
- SPIRIT
- LOVE
- FAMILY
- COMMUNITY
- MONEY
- WORK
- HOBBIES

GOAL STATEMENT Write your SMARTER Goal.

Pay off remainder of car loan in the amount of \$8,000
by August 25.

ACHIEVEMENT GOAL HABIT GOAL

KEY MOTIVATIONS Write, then rank, your key motivations.

- 2 To eliminate the stress of being in debt
- 1 To have more money in our cash flow
- 3 To get rid of extra monthly payments

NEXT STEPS List the first few projects or tasks that make up your goal.

- 1 Create a new monthly budget to maximize payments.
- 2 Determine how much extra we can put toward the loan every month.
- 3 Schedule the days we will make the extra payment each month.

CELEBRATION Decide how you'll celebrate your success.

Have a celebration dinner at the fancy restaurant downtown we've been interested in.

GOAL PROGRESS Track your achievement-goal progress.



STREAKTRACKER™ Track your habit-goal progress.

M1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
M2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
M3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

LIFE DOMAIN

Indicate which life domain this goal falls into. A goal may touch on multiple life domains at the same time.

TYPE OF GOAL

There are two types of goals: achievement goals and habit goals. This is an example of an achievement goal.

KEY MOTIVATIONS

These should be short statements about why you want to achieve a particular goal or what's at stake if you don't. Then rank them.

CELEBRATION

Name how you're going to celebrate once you achieve your goal. It could be something you want to purchase, a trip you want to take, or something new you want to experience.

GOAL PROGRESS

If this is an achievement goal, track your progress here. You can add milestones if that helps, but the intent is to have an easy, at-a-glance view of how far you are on your achievement goal.

CALENDAR

MONTH AND YEAR

Write in the month and year. Start with the first month in the quarter.

CALENDAR

MONTH October

DATES

Write in the dates for the month in the gray boxes.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
		1	2
6	7 Dentist appointment	8 Dad's Birthday Team Meeting	9
13	14 Reading group	15 Brigitta's birthday	16
20	21	22	23 Team building
27	28 Course video shoot	29	30

Claim your calendar before someone else does.

MICHAEL HYATT & DANIEL HARKAVY

FRIDAY	SATURDAY	SUNDAY	NOTES
3 All-Team Training	4 Robin's birthday	5	Plan for course video shoot
10	11 FaceTime w/ Jeremy	12	Bathroom remodel
17	18	19	
24	25	26	
31 Halloween			

WEEKEND GROUPING

Note that Saturday and Sunday are grouped together at the end of the calendar, so you can plan the weekend as a block.

NOTES

List the major projects you want to pursue and complete during the month. Or, just add any notes you want to keep in mind for the month.

A schedule defends from chaos and whim. It is a net for catching days.

ANNIE DILLARD

7 / 23

SVS XC mtg

8 / 23

Record podcast

Content mtg

Quarterly retreat



THE MAJORS

Don't write in every appointment. There isn't room. Instead, focus on major deadlines, deliverables, and commitments.

9 / 23

Sabbatical

10 / 23

BYE Workshop

F2F Workshop

Quarterly retreat

11 / 23

Exec team mtg

12 / 23

Quarterly retreat

DAILY RITUALS

ACTIVITIES →

Write out the activities that will make up each of your daily rituals. Number them in the order which you intend to complete them.

NOTE: Consider your season of life. Depending on circumstances or commitments, some people might have more time to dedicate to a Morning Ritual while some people might have less.

These rituals will be something you can adjust and fine-tune as your season of life changes and you get more experience.

DAILY RITUALS

MORNING

#	ACTIVITIES	TIME
1	Drink big glass of water	3
3	Coffee and breakfast	15
2	Exercise	30
4	Journal and pray	10
6	Review my goals	3
5	Shower and dress	15
	TOTAL TIME	76min

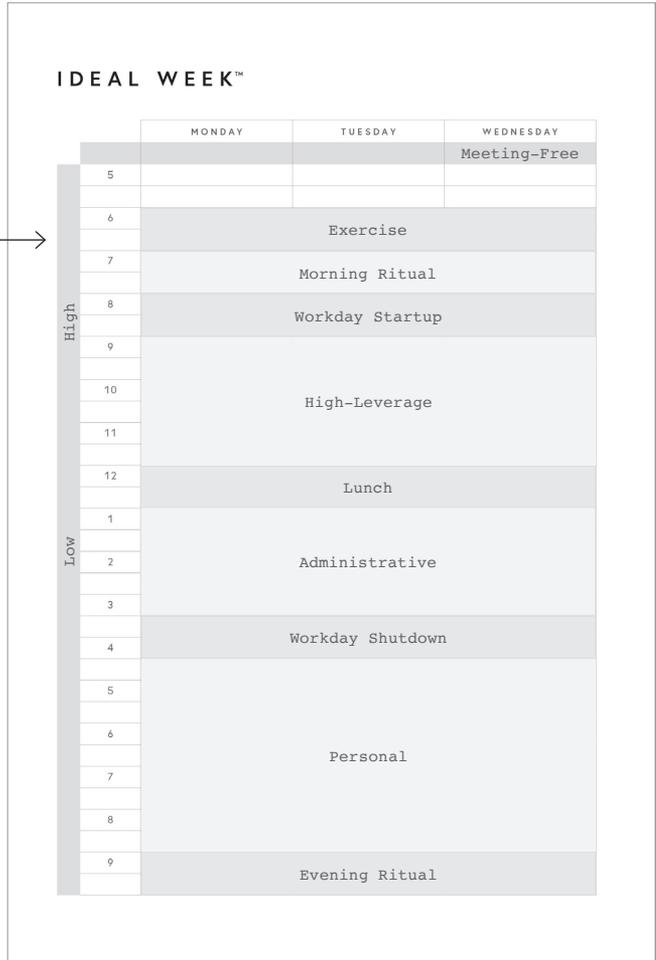
EVENING

#	ACTIVITIES	TIME
4	Brush and floss my teeth	5
3	Wash my face	2
1	Let the dog out	3
2	Lock up the house and set the alarm	2
6	Discuss wins with Gail	5
5	Read for 30 minutes	30
	TOTAL TIME	47min

IDEAL WEEK

ENERGY →

The gray column is to note when you generally have the highest and lowest energy throughout the day. Organize your time blocks based on that knowledge.



Things which matter most must never be at the mercy of things which matter least.

STEPHEN COVEY

THURSDAY	FRIDAY	SATURDAY	SUNDAY
Exercise			
Morning Ritual			
Workday Startup	Personal		
High-Leverage			
Lunch			
Administrative			
Workday Shutdown			
Personal			
Evening Ritual			

THEMES

This is where you can note any themes you might want to organize whole days around. For example, you might have a particular day set aside to be a meeting-free day.

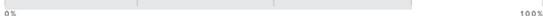
There are no wrong answers. Do it in a way that makes sense to you.

PROJECT TRACKER

NAME →
Identify your more important projects for the coming quarter.

DUE DATE →
Write the deadlines for each project. Putting them down in order will help you stay on top of them.

PROGRESS →
Track your progress on this progress bar in whatever way makes the most sense to you. You can write key milestones in or simply use percentages. Experiment until you find what works best for your projects.

PROJECT TRACKER	
NAME	DUE
Complete industry certification	11/15
	100%
Plan Team Building event	11/30
	100%
New producer launch	12/8
	100%
Strategic Design training	12/13
	100%
Finalize budget	12/15
	100%
	100%
	100%
	100%
	100%
	100%

DAILY PAGE

TODAY'S DATE

Fill in today's date.

DAILY BIG 3

Write down your three most important tasks for the day. These can be related to either your goals or projects. They just need to be important.

TASK STATUS

Use the circles to track the status of your tasks using the symbols in the Task Legend at the bottom of the page.

OTHER TASKS

List any other tasks you want to tackle today. These should be less important and less urgent than your Daily Big 3. But be careful not to set yourself up for failure by adding too many.

WEEKS IN QUARTER 12 11 10 9 8 7 6 5 4 3 2 1 0

MONDAY 2 / 22

DAILY BIG 3 List your 3 most important tasks.

- Make video for Mike
- Call follow-ups with potential decisions
- Contact 30 prospective clients

OTHER TASKS

- Reply to Jane
- Return modem

DONE
 TO DO
 ⏴ DELEGATE
 → DEFER
 ✕ DELETE
 / WAITING
 ☆ IMPORTANT
 ? QUESTION

MORNING RITUAL
 WORKDAY STARTUP RITUAL
 WORKDAY SHUTDOWN RITUAL
 EVENING RITUAL

5 _____

6 _____

7 _____

8 Meeting w/ Mike

9 _____

10 _____

11 _____

12 Lunch w/ Clara

1 _____

2 _____

3 _____

4 _____

5 _____

6 Return modem

7 _____

8 _____

9 _____

TASK LEGEND

Use these symbols to indicate the status of your tasks.

SCHEDULE

Write down each of your appointments for the day, including the time you want to block off for focused work on specific projects or tasks.

RITUALS

Check here if you completed your Morning, Workday Startup, Workday Shutdown, and Evening Rituals.

Your power lies in putting your best self forward every day.

CARLA HARRIS

NOTES

⓪

Pick up dinner on the way home from
modem return

Contact Marla about swim team
sign-ups

DAILY WIN

Contacted all 30 prospective clients and
signed 8 to the new coaching program!

NOTES

Write any additional notes throughout the day.

FLAGS

Flag any tasks or notes that require follow-up with the symbols in the Task Legend at the bottom of the previous page.

DAILY WIN

Identify one win for the day as your day draws to a close, so you can end with a sense of accomplishment and momentum.

WEEKLY PREVIEW

WEEKS IN QUARTER

This shows you how many weeks you have remaining in the current quarter. It is designed to provide perspective and a sense of urgency.

AFTER-ACTION REVIEW

Write down your biggest wins from last week. This builds your confidence and gives you a sense of accomplishment and momentum.

Then, assess what happened last week, and identify where there can be improvements.

PERCENT COMPLETE

Indicate how far you got on last week's Weekly Big 3.

WEEKS IN QUARTER 12 11 10 9 8 7 6 5 4 3 2 1 0

WEEKLY PREVIEW

AFTER-ACTION REVIEW List 3-5 of your biggest wins from the week.

Set goals for email list
 Created new budget and set up budgeting app
 Did 1 thing with friends

How far did you get on your Weekly Big 3?

	%
1 Create budget	100
2 Train assistant	75
3	

What worked? What didn't? Why?

Setting concrete goals for email prospecting
 Scheduling a time to review the budget with Gail
 Planning time with friends one week out
 Having my assistant shadow me

What will you continue or change?

Keep making 1 hang/week with a friend
 Make more calls when possible
 Schedule time to review out budget weekly

GOAL REVIEW & LIST SWEEP

Conduct a quick review of all goals, delegated and deferred tasks, and daily notes. If a hybrid task-management system is being used that includes a digital task manager, this is a good time to cross-reference.

STREAK TRACKER

Write out the habit goals you are working on this quarter. Track your implementation as the week progresses. Each line represents the week to come. Each number is a day within that week. You can decide whether you want 1 to correspond with Sunday or with Monday.

WEEKLY BIG 3

Identify your Weekly Big 3. These can be related to a goal or a project, but they must be important.

GOAL REVIEW & LIST SWEEP Review your goals, lists, and notes, and update your task manager.

GOAL REVIEW DELEGATED & DEFERRED TASKS DAILY NOTES TASK MANAGER

STREAKTRACKER™ Track your habit-goal progress.

1	2	3	4	5	6	7
1	2	3	4	5	6	7
1	2	3	4	5	6	7
1	2	3	4	5	6	7
1	2	3	4	5	6	7

REJUVENATION Identify 3 ways to sleep, eat, move, connect, or relax a bit better this week. Then schedule on the Daily Pages.

1 Get in bed by 10 PM every night	2 Go for walks after dinner	3 Make lunches every night for work the next day
--------------------------------------	--------------------------------	---

WEEKLY OVERVIEW Review upcoming week and mark commitments on the 7-day view on the following page.

EVENTS PROJECTS TASKS OTHER COMMITMENTS

WEEKLY BIG 3 Based on your goals and projects, pick 3 objectives for the coming week.

- Schedule monthly car loan payments
- Continue training my assistant
- Brainstorm new staff initiative w/ COO

REJUVENATION

Plan your self-care for the week. Focus on 3 items, and schedule them on the Daily Pages. Be intentional about your rejuvenation time. Being rested will increase your focus and productivity.

WEEKLY OVERVIEW

Review the upcoming week's events, projects, tasks, and commitments. Use the 7-day view on the next page if that's more visually helpful.

WEEKLY *PREVIEW*

MONDAY
TUESDAY
Brainstorming meeting w/ COO
WEDNESDAY

THURSDAY	
FRIDAY	
Date Night	
SATURDAY	SUNDAY
Mow the lawn	

QUARTERLY *PREVIEW*

AFTER-ACTION REVIEW

Write down your biggest wins from the last quarter. This builds your confidence and gives you a sense of accomplishment and momentum.

Then, assess what happened last quarter, and identify where there can be improvements.

PERCENT COMPLETE

Indicate how far your got on last quarter's goals.

QUARTERLY PREVIEW

AFTER-ACTION REVIEW List 3-5 of your top wins this past quarter.

- Held one-on-ones with all direct reports weekly
- Trained new assistant
- Took a two-week vacation
- Paid off half of car loan
- _____
- _____

Refer to your goals from the quarter. How far did you get?

	%
<u>Pay off car loan of \$8,000 by August 25.</u>	50
<u>Train new executive assistant by April 30.</u>	90

What worked? What didn't? Why?

- Unexpected expense for fixing our leaky toilet left less for our car payoff plan.
- _____
- Creating a detailed training plan for my executive assistant helped us get further faster.
- _____
- _____
- _____
- _____
- _____
- _____

Life must be understood backward, but it must be lived forward.

SØREN KIERKEGAARD

What will you continue?

Continue training plan for executive assistant.

Meet with one-on-ones on a weekly basis.

What will you change?

Add a reserve in our monthly budget for emergency expenses and adjust plan for how much to pay off on our car loan every month.

Stop eating out for lunch.

NEXT QUARTER OVERVIEW Set up your next Full Focus Planner.

- Review your goals, along with your life plan if you have one. ←
- Identify up to 3 goals for the new quarter, and fill out your Annual Goals list and Goal Detail pages accordingly. Remove, revise, or replace any goals if needed.
- Fill in Calendar pages and 12-Month View if helpful.
- Revise your daily rituals and Ideal Week as needed.
- Visit fullfocus.co/planner for fresh planners, notebooks, journals, productivity resources, and more.

GOAL & LIFE PLAN REVIEW

This is an opportunity to review your annual goals and make any adjustments. Then, connect with your long-term plans. Your annual, quarterly, and weekly plans should move you toward the vision expressed in your life plan.

NEW PLANNER SETUP

The remainder of the Quarterly Preview will require a new Planner. The steps outlined here will help you set things up. It also provides an opportunity to revisit some key planning tools.