



20
minute
Mindful
Planner

PLAN YOUR ENTIRE WEEK ONCE
AND GET IT DONE THIS TIME

Stop wondering what to work on this week & start making real progress towards your objectives. Plan your entire work week once, and actually get meaningful planning done this time!

I've tried every planning method under the sun. It turns out, we need a simple, effective, guided yet flexible system for getting stuff done. Examine this guide and supercharge your productivity without becoming bonkers trying to get it all done.

4 QUICK STEPS TO PLAN YOUR WEEK ONCE

EQUAL PARTS STRUCTURE + FLEXIBILITY

LEARN HOW TO MAKE TIME FOR THE MOST
EXCITING PROJECTS

UNLOCK THE SECRET TO WORKING ON THOSE
THINGS THAT KEEP SLIDING OFF YOUR LIST

Do You Suffer from Overwhelm?



Have you ever thought:

“I fall out of the habit with planning, it just never sticks.”

“My struggle is follow-through. I love planning, but when it comes I still struggle.”

“There is just this moment. We are not trying to improve or to get anywhere else.”

— Jon Kabat-Zinn

“My struggle is over-planning. I can get 10-15 things done, but it’s never enough.”

“I sometimes have whole weeks where not a single thing goes according to plan”

Here’s what you’ll need:

A pen (or pencil)

A glass of wine (optional, but strongly recommended)



That’s it... literally.

Rocks, pebbles, sand is the revolutionary game changer. Stephen Covey made this model popular, but numerous people have used it to make planning easier.

Here’s the deal:

There is a “parable” that has gone around Time Management circles involving Rocks, pebbles and sand.

Applied mindfully, you will see many ways that using it can simplify your entire life.

The only way to fit rocks, pebbles AND sand into one jar is to start with the big stuff. Then, the smaller things can fit & squeeze in around those boulders.

The big problem is that many of us start with sand. But if we put the sand in first, there’s no room for our rocks & pebbles.

BEFORE WE BEGIN, WE BRAIN DUMP

GET IT ALL OUT ON PAPER

Before we can figure out what the heck you should work on this week, it's time to kick that overwhelmed feeling to the curb.

Grab your paper and jot down all the things you could possibly work on this week.

PULL UP YOUR CALENDAR

Rocks are the very important commitment that we must pay attention to.

Pebbles are those things that are important but not urgent, tasks that help us make progress, and grow.

Sand are the things to fit in all around the rocks and pebbles.

When I do my Brain dump, I pull up my google calendar or diary to see what's already scheduled and I throw those items onto the list. OK.

- Everything all in one place.
- 1. I like this paper that has the line down the middle. if you don't have that, just draw it.
- 2. Don't worry about my abbreviations — they make sense to me! Feel free to use shorthand that you'll recognise.
- 3. Are you going to work on EVERYTHING in your brain dump this week? Probably not. The idea here is to get everything out. We'll prioritise in a sec.

STEP ONE

PLAN YOUR COMMITMENTS (“ROCKS”)

START BUILDING YOUR WEEK

- Now, add a “this week” column to the left side of your paper.
- Take a look at your brain dump and start putting in any pre-scheduled commitments. Cross them off as you go.

APPOINTMENTS ONLY!

- We're only jotting down scheduled commitments first.



HEADS UP: HERE'S WHERE YOU MIGHT GET STUCK

White space is your friend! if you do this part and your week is jammed, we've got a problem. Notice my

Thursday is totally empty.

Take a look at your scheduled commitments. Is there anything in here that just simply isn't important? Guard your time carefully.

Please note, these aren't necessarily the MOST important tasks in your week. But these are things you've committed to — from team meetings to baby's doctor appointments, if you need to show up somewhere, write it down.

STEP TWO: GROWTH-BASED ACTION

(BRAIN DUMP)

THE STUFF YOU WANT TO DO, BUT NEVER GET TO.

Herein lies the root of the feeling that you're always working and never accomplishing: this is the important stuff we never get to.

It's not urgent & technically doesn't "have to" be done...



So when the proverbial hits the fan, we skip it.

Paradoxically, this stuff is the engine of your business.

If you spend your days showing up to meetings (rocks) and chasing down admin tasks (sand), our pebbles are lost completely.

IS IT ANY SURPRISE THAT WITHOUT AN ENGINE, YOUR BUSINESS SPINS ITS WHEELS?

The health of your business depends on how well you do here (no pressure),

EXAMPLES OF GROWTH-BASED ACTIONS:

- + Collaboration with a colleague
- + Taking a course (growing your skillset)
- + Usually fun + exciting to work on

STEP TWO: GROWTH-BASED ACTIONS

(NOW the Magic Ingredient!)

TIME TO ADD YOUR “PEBBLES”

Go through your list and add a special mark for any GBA’s (growth-based actions).

Now, inspect your week. Look for long stretches of white space — these are just begging for some GBA’s!

“Make a list of what is really important to you. Embody it.”

— Jon Kabat-Zinn

In my example, my eyes go right to a big white space. An empty day, especially in the morning when I'm fresh, works perfectly.

Notice you can bunch some things. Related activities are together in the "brain dump" column on the right.

STEP THREE

TOP OFF WITH ADMIN ("SAND")

Identify the rest

Go through your list and make a special mark for any admin-type work. Remember, these are usually more like tasks and/or maintenance work.

That's why you'll see "Meditation" on my list. It's a task I need to do, and I know it's going to get done.

Add a little bit of body text

FILL YOUR HOLES WITH SAND

The thing about sand is, it fits into cracks and crevices. In your notebook, you can jot "admin" — Bunching all these tasks. Work on them in a batch.



ta -dah!.. Your Week is Planned

That's it, 15 minutes and you've got a game plan that is structured enough to

help you make progress..... yet flexible enough to allow space for creativity & "life stuff" that pops up. So don't forget:

1. Rocks, pebbles & sand, in that order. Most people dump in some sand, throw in a few rocks, top it off with more sand and they're out of room. Don't forget your GBA's — your Growth-Based Actions, the engine of your business.

2. White space is your friend. For creativity, and your sanity's sake.

3. Step away from your admin work. Put your phone in another room. Social media will still exist. Your email inbox won't explode.

It will get done.

You have tried to be mindful all week. Did this method make feel more productive? Please write and comment to

mtracyfryer@gmail.com

My first Brain Dump

Handwritten notes at the top of the page, including "Handwritten" and "be the first to..."

Everything

Monday
 12-8
 shopping
 Reading 1hr

- * 2
- CRW 12 - 5:30
- Monday 11:00
- Write blog
- Shopping 11 - 12:15
- Walk 1 hr
- Check email 1 hr
- * Tidal Traffic 3hr
- Scholarship (4hr)
- * check updates 3/4 hr
- 5 Google Ad 2hr
- 8 text details 3hr
- 1 tax stuff 3/4 hr
- 1hr Reading 5hr

Monday
 shopping
 11-11

Write blog

shopping
 Monday
 shopping 1hr

Tidal Traffic

shopping

Monday

11:00 Monday 10:15

shopping

Monday

Library Park
 STAFFED AND MONITORING
 ALMOST NO BOOKS
 2 MILLION BOOKS ARE
 BOOKS
 MY DIRECTIONAL SENSE
 IS TERRIBLE