

## *Ecclesiastes 3 Life&Time Planner*

*Your journey begins today here and now!*

### *Genesis (Introduction)*

*As I was about to send your E3 system to the post office for delivery, I said a prayer that you would receive the package with excitement and joy and that it would be the beginning of great things to come in your life. I prayed also that it would be a true companion in your journey through life—a companion that will help you understand God's purpose and will for your life, bring you closed to him along the way and, in the end, get you to heaven so that one day we all will share eternal life together.*

*Secondly, the design of this system is to create a sort of funnel in which is placed all your hopes and dreams and God's desires for your life, all the projects, tasks and details needed to complete them, all that is important and necessary to live life to the full, all that is important to you including the cherished relationships you hope to nourish with others in your life (our most important purpose)—your colleagues, friends, family, children and spouse if you are married, and even people you have not yet met that will play an important role in and impact your life.*

*The funnel then siphons all these activities into actionable individual tasks and items prioritizing them along the way so that those coming out the bottom of the funnel are those that need to and must be accomplished that day, and then each day forward week to week and year to year throughout your life.*

*By recording and prioritizing those tasks from day to day, you will have a daily map in front of you freeing your mind to focus only on the tasks at hand and not be*

*overwhelmed so your mind can remain fresh and free and not cluttered with things that are not pertinent to that day. This also frees your to be more creative.*

*In this way you can feel sense of accomplishment day to day. All we hear today is how stressed out we all are. E3 will train you to look at your life from the macro to the micro in a holistic way—melding your mind, body and spirit into one vision for your life.*

*And when you are having those tough days we all experience you will find the dream section of E3 a powerful resource and a place to meditate, rejuvenate yourself and find inspiration. It can be peaceful field and stream that you can escape to and the heart to find respite. It will be so because you will have placed there the most important and meaningful visual and spiritual media to you and your life inside. Even for only a few moments, you will be able to detach yourself from your difficulties and find peace. You will be filled with the hope and belief that you can overcome your challenges and accomplish everything you want and need to because God is there with his help and love. After all, he wants you to succeed because you remain focused on doing his will.*

*And when you really need that extra boost, note that the scripture Ecclesiastes 3 is there in your book to help anchor your life. Read it and absorb it. You will feel a God centered emotion of purpose, time, Biblical history, of the world and your place in the universe.*

*One thing I have always had a hard time doing is living life day to day. I'm sort of a dreamer. I always seem to be either living in the past or future, rarely the present. This is not discounting at all the need to dream and pray. But there are times in life, those challenging and very difficult moments when you need to and must just live day to day and cling to your faith because you literally have the emotional energy only to be able to survive one day at a time, day to day.*

*Finally, one of the most unique and powerful features and abilities of E3 is to be able to track and memorialize your activities and accomplishments and yes, even your failures or misses—from day to day throughout the year. It helps you to be accountable to yourself and your dreams. The Daily Page and Journal space on the back will be explained in greater detail later and the difference between this space compared to Section 2—Diary.*

*Briefly though, in this space you can coach and talk to yourself about the activities of that day and where you were, what you did and the pluses and minuses of your day. How great is it at the end of the year, to be able to look back from day to day and even week to week to see how you spent your valuable time, your personal thoughts, emotions and what you did on a particular day—like your birthday.*

*I hope you find the following helpful, even fun. Say you had a very good day and felt personally good in what you accomplished. You want to hold on to that feeling. So write down something like, "Great job, Dave, Kathy (your name, of course)". Wouldn't God say that, and, in fact, when you feel that in your heart, he has said it to you. Or you write down, "You did well, but could have done better." Write comments to yourself like these taking up two spaces so that when you scan through the pages they are large and easily visible. And if you review the pages week to week, add up similar comments and see how you did overall.*

*Though, I know I said this would be brief, one more thought on how powerful the Journal space can be. Perhaps you are trying to get healthier and lose weight or you have other health issues you are trying to address? In this space, you can write down your weight each day, the food you ate as you try to eat healthier. So every day you can track and meditate on and evaluate your actions. You can take an inventory on what you are eating and calories to start. To change anything in our lives, we first have to take an inventory of where we are at. We then can assess the changes we need or want to make and how to implement them*

### ***Quick Start***

#### **Inspirational Tab (Center Cut at the Front of the Book)**

Please assemble your favorite pictures—spiritual, family etc. Do you have favorite scriptural passages? Do you have print media or pictures that portray or are illustrative of your dreams or put you in a positive mood? See my sample Dream pages later. Put together what you then have, tape the items and pictures to copy paper and punch holes in them and insert them in your book. If you have some old acetate pages that go in photo albums, you can use those, too.

### **Section 3—Notes/Worksheets**

Begin by entering tasks and things to do (TD) for your work and life in Section 3--Notes. I sincerely ask you to enter tasks as indicated below and not to vary from this

format. It is very important that you do the basics correctly. You will see that everything fits together seamlessly. You may think that this is time consuming or hard. Often, learning something may seem difficult at first but once you have taken the time to learn a skill it almost becomes a habit and easy.

1/20	O	Busi/BA	Clie
	-	CD, Inc. ( <i>Client's name</i> )	
	-	Pension, call for paperwork	

I use a lot of mostly four letter abbreviations. "Busi" means a business task, "BA" is my business, Becker & Associates. To the right, I put "Clie" which identifies a Client. On the second line is the client's name (CD, Inc.). Below that is the task that has to be accomplished. Later you will see how to execute a task, but for now, enter all tasks in this way.

Now a Personal task, "Pers".

1/20	O	Pers/Leis	Vaca
	-	Florida	
	-	Make flights for 5/10 to 5/17	

"Leis" is leisure. Here's another.

1/20	O	Pers/Frie	Sal &
	-	Dinn Reservations	Donna

"Frie" means friend. I need to set up a date for dinner with my wife and some friends. How does E3 help build relationships? If a person is important to you and you want to keep in touch and go out with them on a regular basis you enter them into E3 in this way. Now after the dinner date I want to get together with them again in three months. The entry would be changed and looks like this.

1/20	O	Pers/Frie (Had dinner 1/27)	Sal O
	-	Dinn Reservations	FU Wk 16

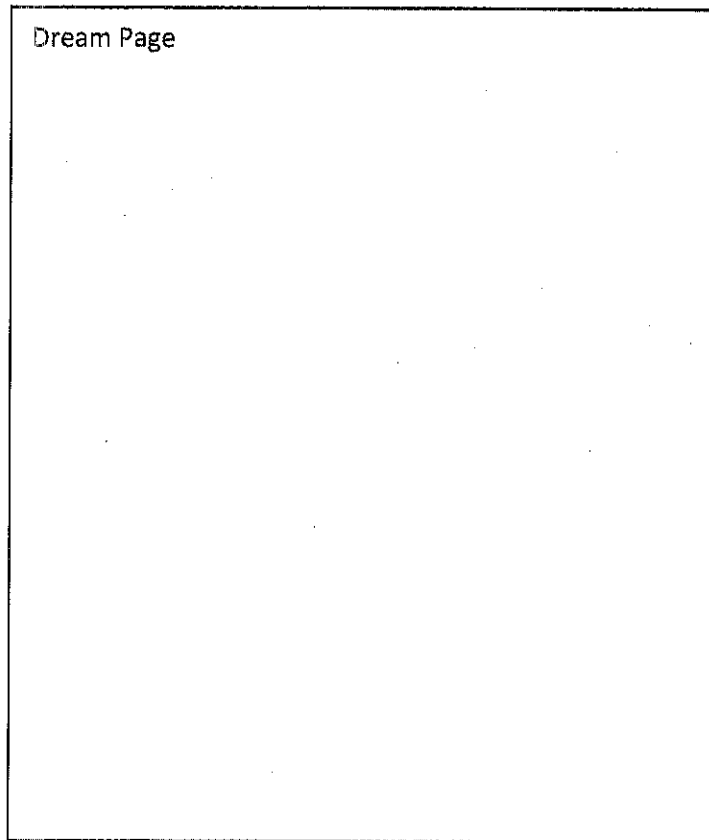
How about a health entry...

1/20	O	Pers/Heal	Peggy
	-	App't Checkup	

Peggy is my Nurse Practitioner, Primary Health Care Provider. "Heal" is short for Health.

In most cases, with the above, you should be able to develop and create abbreviations for your profession. Many of us have two jobs and many have Clients. For the Business "Busi", you would use a different abbreviation for a second or third business or job.

### *Tutorial A: Opening the Book to the "Dream Page"*



Here is a copy of my Dream Page. I believe it is pretty self-explanatory. You will note that I am a Catholic and the references to my faith are for illustrative purposes. However, this planner is for people of all Faiths who want know God's will for their lives and when their earthly life is over to know heaven and eternal life.

And speaking of faith, the "Faith" space should be given deep thought as the whole Dream section should in quiet and solitude, in a private place and in prayer for guidance and inspiration as you ask for God to direct your life.

I hope this page is mostly self-explanatory. However, I will at some time do a video on my thoughts how to complete this page or zoom to share with you how to allow your heart to chart your life as you would the captain of a ship looking to the stars for direction as in olden times.

I will state here that the “Community” space calls for you to be active in your Church and Community. I recognize that many if not most husbands and wives have two jobs, but it remains important for your personal and spiritual development to be a part of and contribute to your community. It is also critical to the success of you, your family and others as a community. There was time when communities were very strong and close because of the involvement of families. Children benefited profoundly from how close knit communities used to be.

### *Tutorial B: Inspiration/Bible Tab*

Let me quickly say that I use the term bible, a lower “b”, for things I want to keep in orbit within my personal solar system so that they are always available, regularly visible to me and easy to find—the items could be present in an audio or digital file, as well—but for those in print they will be inserted into the “Inspiration” section of E3 inside the reverse folder.

As stated, for print, I want them in a location where they can be easily read or viewed. If they are digital whether audio or visual I will share later what I do to keep these easily available and organized, as well. These print and media items are important because they are reminders of the projects and tasks, inspirational also, that I want to complete. I find them necessary in my being successful, positive to accomplishing those tasks and projects I need to get done in order to progress towards my ultimate goals.

These items are also unique because they have a special significance and importance to shaping and accomplishing those tasks in which they specifically pertain. If some of this is not all together clear, I will, once again, do videos or zoom sessions on line or will take emails to help with questions. I can also show you specific examples. But right now, this is down the list on the learning curve.

This Section is also for anything that inspires you, to achieve your hopes and dreams. For me, I have a picture of a house in Florida something like the one I hope to buy when I retire and is big enough for my whole family to visit. I have a

picture of children's charity I support. I even have a picture of the symbols of Seven Tribes of Israel that I took in a shul I once visited. It reminds me of the power of God over all things, all people, all nations, all humanity from the beginning of time and over my life.

I would love to do so much more, God willing, which is why I have a brochure of children from around the world in my book to inspire me to help the least among us. Perhaps E3 develops into a community and we can help each and do things together that will help build the kingdom here on earth. And perhaps as a community, we can help each other achieve our collective dreams together.

### *Tutorial C: Section 1—Calendar*

When you open Section 1—Calendar to the first page is a 12 month calendar for the whole year. Note that it has the weeks numbered. The primary purpose of the calendar is as an overview of the year and for doing follow ups for tasks and projects for weeks in the future. For example, you are in week ten and want to follow up in week 20 perhaps on a certain date, you can quickly look up where to enter your follow up (FU) in your book.

You can also simply count the tabs of the week in your book and into the next book, if necessary, and if the FU is that far into the future or a week if you want to directly enter a task into a day of a particular week.

You will see an inward folded 8.5x14 page in which as you go along through the months can be placed in the fold and in doing so when you open the folded page you will go directly to the current month.

### *Tutorial D: Section 2—Diary*

When you start to use the daily pages, you will notice that there is a place on the back to journal your life, your daily accomplishments and observations. I will explain these spaces and parts of E3 in greater detail later. However, briefly, Section 2—Diary you enter grand life events, feelings and emotions especially those that have to do with your family and spiritual journey. You will enter moments in the Diary when you feel God has in a profound way spoken to you or interacted with your life.

You don't enter the usual day to day activities both plus and minus in which what you are doing is mostly tracking how you spent your time one day or in doing a

summary of your day. Journaling will contain more details and many things of a minor or passing nature which you may want to review and observe looking back.

I will explain the difference between entries made in the journal and those in the diary in further detail a bit later. One thing you will find though of great spiritual value of E3 at there are numerous places and opportunities—and I encourage you to use them—in which to record your journey to heaven and quest for eternal life.

### *Tutorial E: Section 3—Notes/Worksheets*

Knowing Section 3—Notes/Worksheets and how to make entries is critical to your success in using E3 and in using all its components to its fullest. Please understand this system was developed over 20 to 25 years and everything is done for a specific purpose. I plead with you not to vary from my instructions as to how I use the system and make entries.

This for two reasons: first, as you get deeper into using the system you will see how everything flows and fits together like a beautiful puzzle. Don't be tempted into thinking that you can do it better your way or that it is too complicated. In the end it will all make sense.

Also, if we zoom or you email me with a question or we have a community of people using the system, unless things are done in a uniform fashion I will be unable to help you or we will be unable to help each other or share ideas as we journey through life together, if we are not utilizing the system in a similar way.

However, when you have mastered the system, you will understand how things are suppose to be done and then if you use your own techniques or take shortcuts you will be able do these in a way that you at least know the end game and the proper way to do things. By the way, I am not talking about abbreviations or your own codes for things. As you can see, and as stated, I try to abbreviate much of what I do to four letters.

In Section 3—Notes/Worksheets, you list all your tasks—except for those listed in Major Projects—and the things you need to do (TD) in your job, home, family, place of worship and so on to accomplish your hopes and



dreams. With everything you need to do in life listed here, your mind can remain clear knowing it's all written down and you don't have to worry about remembering the things you have to do. Also, in this way you can focus only on the things you need to do that day—and even that hour. Eventually, I'm going to share with you my point system which is just a way of scoring your day and having some fun.

In a moment you will see a few actual pages from my own E3, S-3. However, please study the following examples which expand on those illustrated in Quick Start. This is how I make entries in S-3 and process a task. As you will see every task starts with a circle and a date. I then identify the task in the following way.

1/20 O Busi/BA

Clie \*

- CD, Inc. (*Client's name*), Inc.
- Pension, call for paperwork

Ex. 1  
Task  
entered

O

Ex. 2  
Task partly  
completed

O

Ex. 3  
Task  
completed

O

Busi is a business or job task as opposed to a personal task, *Pers.* BA, for me means Becker & Associates, my Insurance and Financial Planning business. I have more than one business. To the right I enter *Clie*, which references a *Client*. Then, below, the Client's Name, *CD, Inc.* And then below that, a dash with the task that must be completed, which can then be further explained if you choose below that.

Having the focus of the task to the right, in this case the *Client*, makes it easy to search pages if you are looking to find a particular item for some reason or other, perhaps for information it may contain or you now have what is necessary to complete the task.

Now say, you have made a call or sent an email to get the paperwork, you would then alter the entry in this way—I put a slash across the “O”. I then put a circle now on the right side of the page to indicate a task that is awaiting completion for one reason or another or for some action that needs to be taken by some other entity but, for now, I've done what I needed to do.

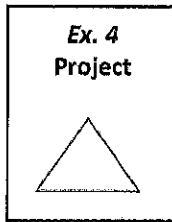
1/20 O Busi/BA

Clie O

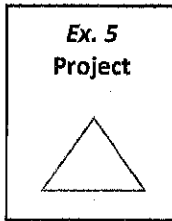
- CD, Inc. (*Client's name*)
- Pension, call for paperwork

FU \*

So for the moment the task is completed to the extent I did what I needed to do so I can put it aside in my mind for the moment until I have what is necessary to fully complete the task or move it to the next step .



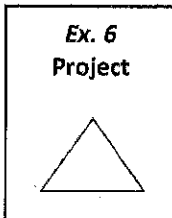
An asterisk (\*) indicates a task is important to do—two asterisks (\*\*), is very important. When doing a review of Section 3 to pull tasks to enter on your Position Page or on a Daily Sheet for the coming week, you cannot pass over a task with a (\*\*). It then must be scheduled to be done that week.



Now, let's say the paperwork I called or emailed for came in. I close the task out as follows. FU, means "Follow Up".

- 1/20 O Busi/BA
- CD, Inc. (*Client's name*)
  - Pension, call for paperwork

Clie O  
FU \*  
Wk 5



Let's say now, I have to make an appointment with the client to complete the paperwork. You will create another entry moving the task forward in your Notes of Section-3. The client happens to be on vacation and his secretary says to call back in 2 weeks. So here, once again, is what a task would look like that is partly completed.

- 1/25 O Busi/BA
- CD, Inc.
  - Pension, call for appt

Clie O  
FU \*  
Wk 7

Why chart a task in this way—because in your notes, it is easy to scan the left side of pages of notes for open circles indicating tasks that have not been addressed even looking back for weeks. The same with Tasks partly completed when you find the circle on the right side of the page.

You will note in E3 that every week is numbered and when you come to that week, you will know to Follow Up on this Task, in this case Wk 6.

You will see as you come to understand how to work the system that it has a holistic way of drawing in and managing every dimension of your life. A few of my personal tasks look like this.

1/21 O Pers/Spir

Prayer O

- List
- Jame's friend
- Carole Anne
- Mike's Wife (Maddy)

This entry is obviously a list of people I'm praying for. Sometimes I will enter the reason I am praying a person. "*Pers*" is short for a Personal Task. "*Spir*" for Spirit (sometimes I forget to abbreviate). Note that there is a slash through the O on this "continuous" task that will be "carry forwarded" when all the tasks on the page are completed as I will continue to pray for my family and friends.

The following is a sample Project entry. In this case, the Project is, for me, something I would like to start and block time for but right now I have other projects and tasks that must be completed first. However, I want to keep it within my vision or hopper so to speak so it is in my notes/worksheets. It can also be on my Dream sheet but it doesn't have to be.

Now, I don't want it to be an open project that needs to be started or completed now so I want to pass over it for now and not concern with it that is something that has to be done now, so I put a slash through it. You see, this is just another simple technique to keep before you only that which is most important to you at that moment.

You see, it may seem complicated at first, but you can see as you learn the processes it automatically allows you in this case not to concern yourself with this entry and stay focused on the other tasks and projects that must be completed for now.

1/25  $\triangle$  Proj/Write  
- Finders

ScPl  $\triangle$

A Project, unlike a task is denoted as a triangle. What is a Project? In short, it is anything that cannot be done in one task and may require multiple tasks to come to fruition. Now a Major Project is one that is complex with many stages, perhaps meetings and numerous tasks to be closed out. So the Project can be organized and tracked and the various tasks in that one place. There are eight tabs for such Projects in Section 5.

A Mini-Project is also indicated by a Triangle but is not as complex as Major Project yet still may require more than one project but not various stages to complete. It may have two or more tasks but does not require multiple pages or tracking to be completed. As such it will not need to be advanced as a Major Project and placed in Section 5.

In the actual pages from my own Section 3-Notes, you can see a task to call for a "doctor's app't". Another as a "Pers/Leis" (Lesiure) task to watch some DVDs I have of Italy. Also see a reminder to set up dates to visit my daughters. Later, note here that this is on my "Dream" page and now entered as a Task in Section 3--Notes/Worksheets of Section 3. It will then be entered on the Position Page as a "Priority" as it goes down the funnel to its final destination where it will be entered on a particular day of that week as a Task to be done.

One final item that happened recently that makes E3 so powerful when it comes to relationships such as family and close friends. A close friend recently died and in Notes you can easily do follow ups. In this case, I wanted to call my friends wife every 4 weeks. So the task would look like this...

1/25  $\circ$  Pers/Frie  
- Called, spoke to her...

Lillian  $\circ$   
FU Wk 8

Now when I speak to her in week 8, this is how I will carry forward (CF) the task and enter it to remind me to call her again.

2/28 O Pers/Frie

- Called, spoke to her...
- She seems to be doing well...

Lillian O  
FU Wk 12

You can also enter the follow up call directly onto the Week in Review page, if you want. But doing it in Notes, you can enter how the call went and to continue the task into the future. You will find that so much of life's activities and tasks can all be entered and tracked in Section 3. From here you can follow up on and carry

DATE		NOTES		
1/23	O	Pers/Heardly Blood Work	Agget	+
1/23	Δ	Pers/B.A. Write for Superim	Singlefield	
1/23	O	Pers/B.A. Dung School, send quote	Pers	xx tu
1/23	O	Pers/B.A. email to Susan, to close. Perseus, John	Clie	
1/23	O	Pers/Pers Dogs	AVDs	
1/23	O	Pers/Pers Half (YouTube videos)		
1/23	O	Pers/Pers Visit set up date to visit their families	Carls	xx
1/23	O	Pers/Pers/Agget Antennas keep track to blocked schedule, send projects track what gets done the way of accomplishing this	Pers/Clie	
1/23	O	Pers/Charity school supplies, gifts	Annie	+
1/23	Δ	Pers/Pers D.M. heads, P.E. email write to quote	Market Polski	
1/23	O	Pers/Pers Fly task, set date	Liby	

forward tasks.

This should get you started. As stated, I plan to do some video tutorials whereby I will be able to explain entries in much more detail and hopefully you can see visually how I work the system. But for now, I hope this gives you the tools to begin to make E3 a useful instrument and tool in your live.

Below, is a sample of a worksheet from Section 3 of my system.



## Notes in Notes

One of the main reasons that there are three or four components to identify a task is first to categorize it starting with is it *Pers* or *Busi*? Then further identify it as has been illustrated to assure you will remember the context of the task.

Sometimes, I find when I write down a sole entry, a word or two, I just can't remember what it's in reference to or what I was supposed to do. However, sometimes there are ideas and tasks that simply don't need full to explain them and the actions that need to complete the task.

They also don't need notations, like circles and further identification to help understand a task to be completed. At the same time there is no need for help to remember what the task was all about and what had to be done. Here is an example, cone again from my pages.

[illegible]

As you can see above, these are just the kind of tasks I am referencing. For example, I have listed as you can see are a few items regarding some Movies or TV shows I want to see, songs or music artists I want to listen to or something I want to look p on the internet (*Inttr*). See how I enter these items on the list above. I put “Notes” and then list and describe the simple tasks or items I want to do as you can see which I will do when I have the time. I know all this is a lot to take it, but take it slow. You are starting to catch on, I can tell.

My sincerest recommendation, is to become fully comfortable with the use of Section 3 and the worksheets there in. Remember, everything begins with a date and a circle (a triangle for projects). And please enter tasks in the manner I recommended.

## Tutorial F: Section 4—Week's Cover Sheet

### Position Page

#### *Objective, Priorities, Inspiration & Projects*

And here you are now closer to the bottom of the funnel, siphoning down to the Position Page with your Objectives, Priorities, Projects for the week and their accompanying tasks. The tasks will be ultimately entered on a daily sheet to be completed on a scheduled day or kept at large until you have an opening on a day to do the task (they also can be blocked on a certain day where you do groups of tasks). But all are to be completed in that week so as to move forward with accomplishing your greater goals and mission. In addition, and more broadly, you want to accomplish these tasks because for those days, they are the purpose of your life for that week. Here is what the Position Page looked like for me one week.

#### *Objectives*

Objectives are broad themed tasks or goals, perhaps new habits you are trying to build. They are like projects in that they cannot be completed in one effort or task but are less defined than a project, as you can see from my list. For example, I want to get back to start doing 20 minutes at the gym in the morning after covid—which is more like a habit. They are significant to you, however, because accomplishing them has great importance to helping you achieve broader goals and milestones.

#### *Priorities*

Again, understanding the funnel concept, taking components from your Dream Sheet which then are broken down into projects and tasks that end up in the Section 3—Notes until they are ready to be entered into Priorities or Projects.

Anything you do that week should be on this page or entered directly onto one of the daily sheets for that week. Don't be distracted and stay disciplined do only those things you put before yourself having decided before hand during your planning session that these are the tasks and projects you need to do that week and a that day.

Position
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Of course, you can add something you may have forgotten or just came up that week. However, especially on the daily sheets, do not do any tasks other than what is before you that day. I say this because sometimes I personally will do something I really would prefer to do that came up or came to mind but it was not what I planned to do that day. Do only what you planned to do that day, unless you have finished all tasks. If a task comes in put it in Section 3 or schedule it for another day next or in the future.

Viewing my personal Position Page, I needed that week to work on my continuing education credits for my two professional designations.

*Inspiration*



This part of the Position Page is very meaningful to me and I hope to you because I find it an anchor to me week during the week. Inscribe thoughts, short scripture passages, emotions or feelings that you cherish and will help anchor you, lift you up or keep you in a positive frame of mind. Hand written, short personal gems that will keep you focused and centered is what should be entered here so that they can be referenced by you from to day to day during the week.

In this way I remind myself that I'm a spiritual being living a human experience. I can put a short prayer here too, a wonderful memory, even words of encouragement in a way that I can coach myself with positive words or phrases.

During a tough week or day reading your entries of Inspiration (and the Dream section) can separate you from a challenging moment and release stress and help you see the bigger picture and re-focus on your ultimate goals and heaven. Use this space to remind yourself that challenges and obstacles are just that and are meant to be overcome with God's help and that he may be speaking to you through them to draw you closer to him and give direction to your life.

### *Projects*

I've referenced the Project section before. Section 5 consists of 8 tabs for no reason other than it seems a likely number, in my experience, of potential projects, business (your career) and personal, which people of various professions and walks of life might be engaged in. Personal projects would include perhaps a home improvement project or planning a wedding or other big event.

Major Projects are any venture that will go on for some time, requires multiple tasks and perhaps meetings and may have many stages until completed. For a Lawyer it may be an important case. For a research and development executive, it would be bringing a new product to market. All tasks for Projects will be entered under the tab for that project and then all task will be funneled from the Project Section to the Position Page for execution and action. You would block time for Projects in your Weekly Chart and on a Daily Page. If you are not working on a particular project in a particular week, you would not enter it as a project on your Position Page. But it is unlikely for all of us, that you would not have Projects you are working on all the time from week to week.

Also, individual tasks for a Project can be entered directly onto a daily page if there are just one or a few to be completed any particular week. But normally time would be blocked during the day for a Project and then go directly to the tab and work on the tasks as within the pages of that tab. If there is only one or just a few tasks, you can list them within the blocked area on the daily sheet. See the illustration. If some of what I am trying to describe does not actually make sense, keep moving forward and sometimes it will come to you later. This is my first try at a tutorial so as I write this some things may not be exactly clear. But once I get some feedback and I will be available by email and will also be doing some videos as I mentioned, so don't get hung up on anything you don't understand, its more my fault than your inability to grasp what I am trying to explain. So forge on, there is much to learn and the power of the system is going to help you manage your life and get to where you want to be.

Entries for tasks to Major Projects should be entered very similar to entries of tasks into Section 3. If you are sitting in a meeting, put notes directly onto the pages of the tab for the project you are working on. You can also take notes on a pad (8 1/2 x 11) and later punch holes in the pages and put them in the section of the binder for the pages of that project.

Just to be clear, a Project is an activity that cannot be completed in one task and has multiple stages or components. A Major Project has so many tasks and parts to it, that it needs its own tab in Section 5. It is notated by a triangle. A Minor or Mini Project may have only a few tasks to be completed and can be entered in the Notes, Section 3 also with a triangle noting that it is a project. You may find, unless it has a deadline that a Minor Project may not have to be entered in the Project space of the Position Page the week you plan to complete it or work on it. Please now, take the tab with the "number of the week" listed on it and turn the page to the--

## 7 Day Review Page

As you turn the page over to the back page, you see the seven days of the week. In the upper right hand corner you will see an open space. Enter holidays, birthdays, anniversaries and any other dates important to you here. I put my Saint's day here, as an example. I put birthdays of family and close friends as well as those of valued clients here. This is a powerful tool to remembering those important dates of those you love and care about and who have profound importance in your life. I enter not just the usual national or religious holidays for my faith. I make sure I put certain

Jewish Holidays so I can email or text my close Jewish friends to let them know I'm thinking of them on the most holy of holidays. Sometimes, I send them cards.

Here, entries can be made for each day for such things as appointments especially those made well in advance or tasks that you need to be done on a particular day in the future. Instead of putting them in Section 3--Notes, you put them on the day they need to be done because of their importance. You can also enter them in the Section 3 if you want, so in case you need to recall where you put a certain task, it is there in Section 3 to be found.

This page can be very helpful as an overview if you are flipping through the weeks and you want to see how demanding a week may be by how many entries are already there. You can make a note to keep a day open for something you want to plan to do. Clear days for vacations and time off.

One more, you can put reminders here for "date specific" items. As you learn to utilize the system more and more, you are going to feel things work like a symphony—I'm not kidding. As all you do in life becomes like music, you are the conductor, God the composer and E3 the score.

This Section can a powerful assistant to planning and executing your week. To momentarily expand on this statement you can put the meal plan for each day of the week for your family so as to plan dinners and then know what to shop for at the supermarket. Take a picture of the page with your phone and take it with you to the store and look for sales, coupons or special deals.

If you are trying to eat healthier or want to lose weight, do you see how helpful this page can be to achieve such goals. You can enter activities for your family and children. I, in time, will get into greater detail on these methods and others that can take a busy, demanding life and keep it fine tuned and even help you to make good decisions in life—like am I going in the right direction or am I in the right job. Or are things I am doing a waste of time and not helping me achieve my purpose in life. Now open the 7 Day Review to the—

## **Week Blocking Chart Page**

*(Inside Page of the Week's Cover Sheet)*

This space is to create a chart for the week where time is blocked and put aside to accomplish those projects and tasks you need to get done that week. You will block slots of time in general terms such as for projects, lunch, morning and evening routines and so on. Here is an example of my Chart.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
								<b>WEEK IN REVIEW</b> 2/1 to 2/7	
<b>MORNING</b>	6AM Rise 6:30 AM Gym 7AM Play 8AM 9AM 10AM 10:30 AM Prepare 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM Field app's 11AM 12PM 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM Projects 11AM 12PM 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM Prepare 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM Projects 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	Pluses - big ones from last week 20 miles - got a lot done nonetheless - made progress learning - finished by 10:00 - last night opened some new books - Project (Time) - met with the group to plan - finished the historical/genre - Project 2000 - Project 2000
<b>AFTERNOON</b>	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	Menus - missed doing 50 Types/Pres - missed doing a book - have to continue to
<b>EVENING</b>	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	6AM 6:30 AM 7AM 8AM 9AM 10AM 10:30 AM 11AM 12PM Lunch 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM DAY'S END	Dinner Family Movie Prep

At times, some of it may seem redundant. But by writing things down and doing the charts and completing the pages by hand you will find you connect emotionally with the vision you have for your life and dreams and spend and the time aside as required. When you write it down it imprints on your mind what you need to do, when you need to do it and creates a mindset of accomplishment.

Blocking helps determine what you're going to do and when and also answer the question, will you have the time to do what you need to do and how you will allocate your time to do it. It will force you to prioritize and, at times, delegate tasks. Blocking will develop good habits. For example very important to me is blocking from 9 to 10:30 to prepare for the day—answer emails, review my “carry around pad” (just a small pad I carry around to take notes on the run) for any new entries



and doing several other regular daily tasks. It also gives me the opportunity to make adjustments when necessary.

### *Key Note*

This also helps you discipline yourself to stay within your schedule as you have blocked and planned it for the day. I am easily distracted and start doing others things I prefer to do rather than what I planned to get done during the day. Or I continue on a project past the time I allocated for it and end up not working on the next project or tasks planned. Once you have planned your day, with the projects, tasks and activities you've written down to be executed, do not do anything but those items. I know I am be repeating myself, but I do so because it is important. If something comes up and does not have to be done immediately (an emergency, even if it can be done quickly and you want to get it out of the way, it is a distraction), enter it into Notes. Do not do anything you have not written down to do that day.

Now, of course, sometimes emergencies come up at work or in your personal life that must be addressed right away—you have no choice. I'm not referencing if your day involves say customer service or seeing patients. Those are activities that are blocked as part of your job.

### *The "Week in Review" Space*

At the end of your week, you want to use the section "Week in Review" to evaluate your performance and enter any special notes you would like to make about your week. I do a pluses and minuses list, my successes and failures for the week—a self-evaluation of what I wanted to accomplish versus what I did. Also, when it is the *final* week of the month, you can do an end of the month review doing a similar evaluation but for the month. All these activities and entries kind of make you think, help you focus on your life and the day to day activities, accomplishments, and even misses and failures. If you have read any good self improvement books, they often will say that people learn far more from their failures than their successes. As stated, failures are also a way for the Lord to guide us.

You can see there is a lot of tracking and personal accountability in E3. I find it fun. What is more important in life than your time and how you spend it—note the word "spend". I'm sure you've hear the analogy how our lives are like minutes of time in a bank and each day we are "forced" to spend 24 hours (720 minutes) of that time.

E3 will help you spend it wisely in all the three dimensions of life—mind, body and soul/spirit. Spending it wisely means living life with divine purpose, enjoying life with family, friends and children, living a life of accomplishment and achievement for God's will and his glory.

It means living life to the full. That means time devoted to meditation and prayer as time spent with God is the most important thing to him. You will also see as we work together in making E3 an important part of your life, how it will build your spirituality, help us become closer to God, help us “seek ye first the kingdom of God” and get to heaven.

I look forward to sharing with you how certain disciplines like “Centering Prayer” have impacted my life and will do the same for yours.

### Daily Sheets *Front Page*

You are now at the bottom of the funnel, the most important things you need to accomplish have filtered down on to the Position Page, some also having been pulled from Section—3 Notes, directly onto the Daily Sheets. I usually complete two Daily Sheets (two days, sometimes 3) at a time. I don't do all five pages or seven for the week because as the weeks progress, sometimes I am ahead (rarely) but most often am behind (I really am too optimistic most of the time and have a lot to do) and need to “carry forward” tasks to later days.

If you get to the point where you know that tasks you have to do and how much time they take, you are getting to be an expert at time management. However, I think most of us find that the demands on our lives both personal and business/career are so great that we rarely get the time to do everything we need to in a day. That is the power of E3, to get to the point where we delegate or don't say “yes” when we know we shouldn't or allow others to control our lives. As a community of users, I hope you can help me with this as I know I can help you. I am getting better because of E3 on establishing parameters for my time. Personally, I want to spend more time in prayer and I have yet to get there, but E3 is definitely helping me because I see how I am spending my time and just as important, what is getting in the way from helping me get there.

You take from your Chart the daily activities and blocking you have set forth for the week and transpose them onto each day of the Daily Sheets. Enter your appointments and tasks in the time specifically blocked for those purposes. For example, do not make an appointment outside the time blocked for this purpose. Why, because something else will be bumped. Don't think you always have to do something at someone else's convenience even if they are say an important client. Yes, sometimes you will—but not all the time. Your time, dreams and hopes are just as important as anyone else's. You especially don't want to bump the Lord from his time. And the Lord's time is often wanting you to spend time having fun and being with your family so you can show them how important they are to you. He wants you to see the beauty of life and his world and creation.

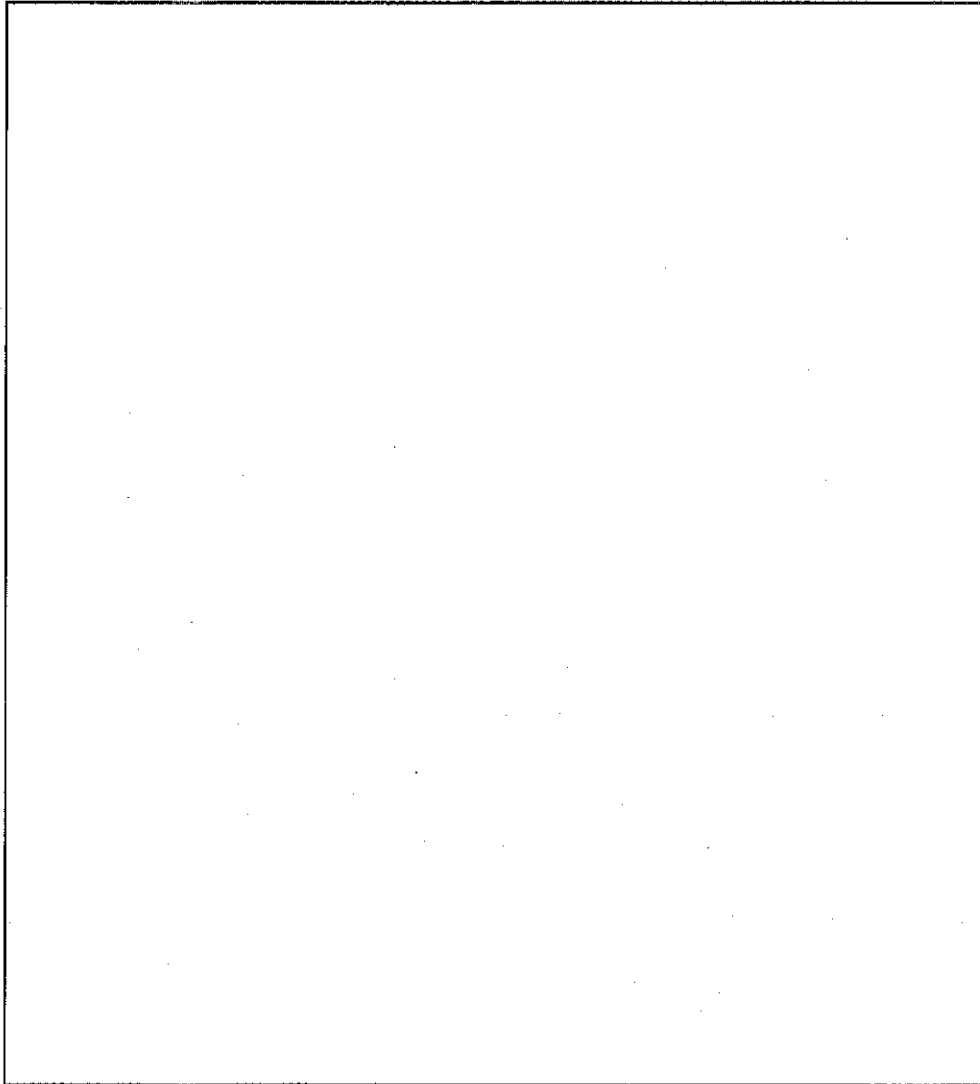
You will find that people are flexible, too. Even important people don't think their time is more important than yours. And if they do, maybe they are not the best people to associate with. Don't project your emotions and feelings on others, that is because you think a certain way or you think they think a certain way that they do. I have found in life that just because you think something and this has to do with everything, that it is true.

For any project, let's say you plan to block 2pm to 4pm to work on the tasks you need to accomplish for that project. You block it off with a line and arrow (see a sample of my page).

On the Daily Sheets, you do not have to write out all the details of a task as you have in Section 3/Notes. You just list the tasks with a dash and as you go along, just put an "x" on the dash of the tasks you have completed. For example, as noted before, I would put an O for Office tasks and then dashes below it, like this...

- O Offi
  - CD,Inc/Pension Paperwork
  - Bene form for Jack
  - Labels for Calendars
  
- O Pers
  - App't/Bloodwork
  - etc.
  
- O Even (Evening or Home)
  - Read/1hr.

– Tapes & Pics



Note, I separate personal tasks from business tasks. On the right side at 5pm I put “Even” for Evening for any tasks business or personal I want to do when I get home. It just separates daily day activities from what I want to do when I get home. I don’t want things I am going to do at home later mixed in with what I have to do during the day.

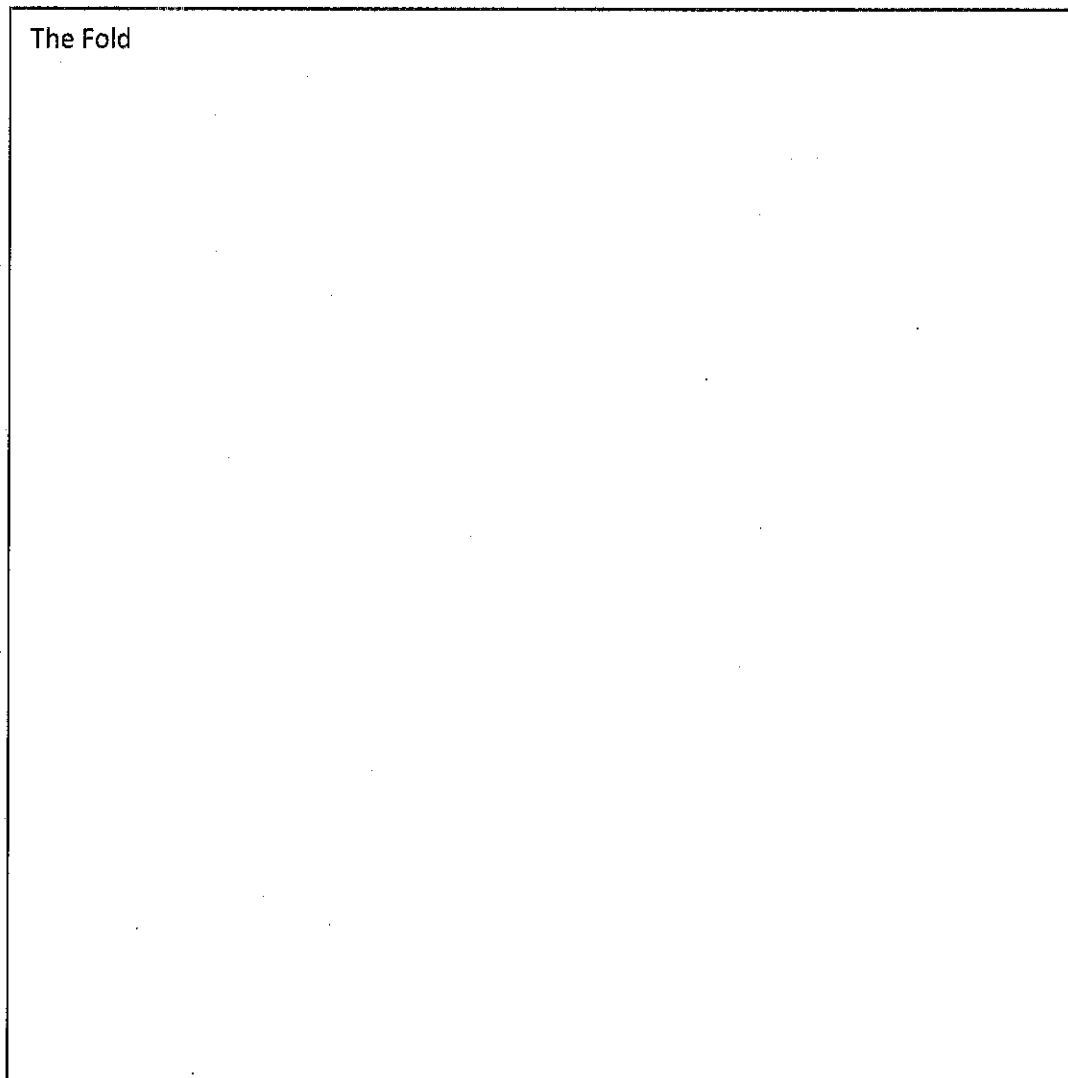
*The Fold*

Now, as the day proceeds whenever you want to record how your time was actually spent compared to how you planned it, take the daily page and fold it over in half so the lines on both pages align blocking out the front half of the Daily page. I do this



several times a day so I don't forget. But you can also do this at the end of the day if you want.

The Fold

A large, empty rectangular box with a black border, intended for a user to write their daily activities and time spent. The text "The Fold" is written in the top-left corner of the box.

As you fold over the fold it over in half and line up the back page lines with the hours and lines of the front page. It is here that you can track what you are doing and the time you spend doing it, that day.

Do you see how helpful this can be to all dimensions of your life, telling you when you got up and what you did before getting to work and then what you did during the day to the point and the time you went to bed. This can be very helpful in so many ways to your professional, personal and spiritual life. You can be accountable to yourself in all things.

If you are a lawyer, an accountant or for certain other professions that require you bill time, this page can be your time keeper. Most importantly, it will tell you how

you spent your day compared to how you planned it. This page and the entries can reveal so much about how you spent your time that day. It can also tell you how long it takes to complete any task for tracking and future planning purposes. In regards to projects, it can tell you how much time cumulatively it takes to complete a project.

In addition to “x”ing tasks you have completed on the Daily page, you can write onto the back important tasks you completed which may be noteworthy to you for one reason or the other and which might be helpful as you review your accomplishments at the end of the week or even in the future.

### Daily Sheet Back Page

The back of the Daily Sheet is a very powerful tool for tracking your day and activities and determining the success of your day. See the illustration below. Note, when you fold the page over, you want the lines on the back page to line up with the hours of the front page. The front of the Daily Sheet is what you planned and intended to do for the day. The back page entries is to track what you actually did. You can immediately understand what a powerful tool this is for you. The back page can also help track billable hours if you are a lawyer or other professional that you need to assess the time you have spent on any particular task or activity.

This will tell you how long you spent on a task or projects and help you determine if you have the time to do the things you need to accomplish and if you should be delegating more or you need help.

### *Journal Space*

Finally for now, this space is where you can journal your day. Once again, this can help you be accountable to yourself, to track your successes and failures as you see them. The idea is in writing them down makes you think about your day so you can learn from yourself. Also, you will understand by doing a journal, how important each day in life is important and that a day well spent is very pleasing to God.

Keep in mind that entered here is mostly regular activities. More profound events and milestones are entered in your diary. Items that you would surely want to read and remember years from now, life-shaping and changing discoveries and moments of spiritual awakening and epiphanies belong in your Diary. Everything should be entered as I suggest. You will see by doing so will make items easier to find or reading the entries when scanning the pages in review.

Back Page Daily sheet

Once again, it took 20 to 25 years of trial and error to develop this system. I strongly suggest that you, at least starting out, learn the system as it has been designed.

### Tutorial G: Section 5—Projects

This Section is self-explanatory to a great degree. There are 8 tabs for projects—Major Projects that is. Minor projects, as discussed, can be tracked and executed through Section 3—Notes. Eventually I want to share with you how I take notes for Major Projects, how to keep them organized and accessible, how I map out a project and how to break projects down into tasks.

Suffice it to say, that when you have a Major Project, it goes in Section 5. By the way, my first tab is “Home”. It is here that I track all home improvements that need to be done in my home or that I want to do. You can include pictures here from magazines with ideas. A simple chore around the house would not be here but in Section 3/Notes.

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Once again, every task in Section 5--Projects will have a date and circle in the same way you enter tasks in Section 3--Notes. The formatting for "taking notes" for Projects is a bit different, especially if a Project involves meetings from which you have to extract tasks that need to be done to accomplish the Project or if tasks for Projects are shared amongst others.

For now, in the Project section, use the date and circle method to identify and enter tasks for the Project in the same way as Section 3. Get it down pat and you will be on your way.

### *In Conclusion for Now*

Find a quiet place as you reflect on the Dream Page and complete it. This guide and tutorial, E3--1.0 is the beginning not only of your journey but perhaps our journey together and even as a community of others using the system.