



Quick Study/ Cheat Sheet

Journey: The following is a summary of how the system works and how it will be a powerful tool to managing your time and life and get you to Heaven. The Tutorial & Guide goes into greater depth on each Section/Topic.

Time: 15 Minutes/30 Minutes (Can depend on how busy your life is...)

- Before you go home (or at home if that's where you work) or first thing in the morning, put aside 15 minutes to plan your day.
- Towards the end of each week at a time most comfortable for you, put aside 30 minutes to reflect on your week and plan for the next.

The Funnel: Dreams to Daily Tasks

- The theory of the system is to create a sort of imaginary funnel in which your vision for the future and all your hopes and dreams are broken down into various projects and tasks.
- These projects and tasks are then prioritized and further filtered down until out the bottom will come only the most important and key tasks to be entered on your daily sheet that must be completed that day.
- The purpose of this method is that you remove all stress and worry about having to remember what you must do and when because it is all written down on paper, not cluttering your mind.
- In this way your mind can remain focused on the tasks before you and free to being creative.

Dream Page: Dreams, Community, Leisure, Family, Friends, The elements of life...

- When you first get the system and then at the end every year, find a quiet place and, if possible, bring music that is both relaxing and inspirational to you. Let it be a place where you love to be (even your place of worship). Let it also be a place where you won't be disturbed and where you can listen for his voice when he speaks to you.
- There can be no time limit because it will be whatever is necessary for you to discern his will and for him to reveal his plan for your life and what he wants you to accomplish that year.
- Talk to him and listen to him as he helps you complete the dream sheet and give direction to your life for the next year and even for years to come in many cases.

Most of the time, each entry should be only a few words, not a long explanation—sometimes even abbreviations. Only you have to know what they mean.

Inspiration: Center Blue Tab

- The very first tab is more a *place* than a space for entries or planning. Think of the Psalm that says: *He makes me lie down in green pastures. He leads me beside still waters; he restores my soul.* You go here (to escape) when you need to or to start your day with your dreams. This place is sort of the *heart* of what you want in your life.
- You will create this place, special only to you and your Lord, through pictures and other print media that inspire you and help you envision your hopes and dreams and God's will for your life. You want pictures of family, a favorite vacation place or any picture that gives you joy.
- If it's a career you seek to aspire, have a picture of someone successful in that line of work and envision of yourself the one in that picture. Put your favorite scripture here or just a simple phrase or word like, "Rejoice!"

Section 1: Calendar

- Here you will find a one page 12 month calendar, note it has the weeks numbered to match the weeks in your book so that they can be cross referenced for projects and tasks. Following the one page calendar are then 12 pages for each month.
- Block out vacations, holidays, career building events and any other important dates on the monthly pages for a sort of macro overview of your year.
- Appointments don't go here. This is so as you plan your year, while flipping through the months and then enter these dates onto your Week at a Glance page with the help of the weekly tabs in the book noting the week of the event.

Section 2: Diary

- This is your life's diary. Enter here milestones, epiphanies of mind and spirit and anything so memorable you never want to forget it.
- This is also a letter you're sending to yourself in the future and to the next generation in which to share your knowledge and life experiences for their lives. The diary is not a daily journal which will be explained later.

Section 3: Notes/Worksheets

- This is your Notes/Workbook section where all you want to accomplish is broken and written down into individual tasks. This is the center of the funnel.
- Every task begins with a date and a circle. When the task is complete cross out the circle with an "X".

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

Section 4: Week's Master Plan Section consists of 5 important elements:

- On the **Position Page** you place your Objectives, Projects and Priorities for the week and Inspirational phrases to keep you focused and positive each day.
- Grab the tab and turn the Master Plan Page over to the **Week in Review** which has all the important dates and other activities for your week.
- Open the Master Plan Weekly Tab to the **Weekly Chart** inside where you will schedule and **block time** for the projects, appointments and various tasks you need to do and when you will do them each day—a general overview or macro-look at your week.
- **Daily Plan Sheet** (front) is the bottom of the funnel where the most important activities and tasks emerge to be completed as part of your life's plan for that individual day.
- **Daily Plan Sheet** (back) fold the back of the page over to line up with the hours of the day on the front page and now record your actual activities to those you had planned. How did you do?
- Unfold the page now to the back and in the space below the heading **Journal**, now write down your thoughts and record and evaluate the successes and misses of your day.
- Speak to yourself here; be honest with yourself about how you did in accomplishing what you had hoped for that day in advancing your hopes and dreams as you envision God's will for your life.
- Be your own coach, pat yourself on the back where deserved and promise the Lord and yourself to do better where you might have let yourself down. Each day is special and unique—a gift. Years from now, we often don't remember most days in our lives. Here is the place to write down, how you lived that day and its importance to your life. Did you take just one step closer to Heaven.

Section 5: Projects (8 Tabs and you can add more, if necessary)

- A **Project** requires numerous tasks and often several stages and meetings to accomplish. All projects are broken down into individual tasks and entered in the tab designated for that project.
- The Notes/Worksheets pages of that tab will be like a "mini-section 3", however only the tasks for that project will be entered here. All tasks should be entered in the same way as noted in Section 3 above.
- Now note in your Weekly Chart that you have blocked time to work on the projects listed on the Position Page. And from there you will block the same noted time on your Daily Page specifically for those Projects as listed on your—you guessed it—Position Page.