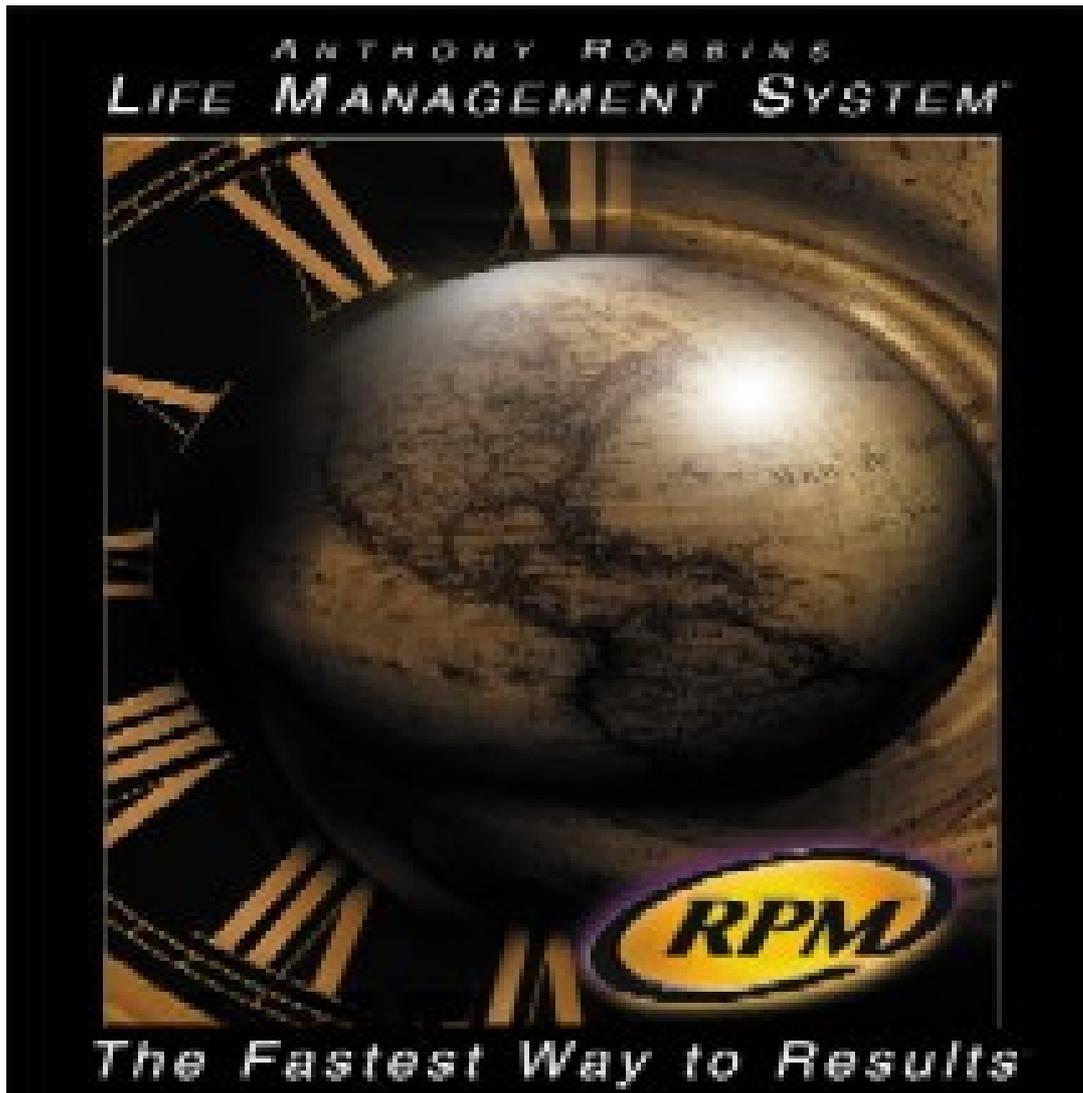


ANTHONY ROBBINS  
RAPID PLANNING METHOD  
*"The Fastest Way to Results"*

# ***The RPM Philosophy***



# Welcome

***You can't manage your time if you don't have a plan for your life.***

The RPM Life Planner™ System Software is a mind revolution: it transforms your massive demands and responsibilities into the exciting realization that you can accomplish something truly meaningful. It helps you to focus and define your life by making you ask yourself new questions. Once you know the results you are after, how to achieve them becomes immediately clear.

Anthony Robbins' RPM Life Planner™ Life Management System Software is unlike any scheduling software you might have seen before. Not only does it give you many of the functions you expect from scheduling software, it gives you functions you would only expect from a sophisticated project-planning system.

Here's what the RPM Life Planner™ can help you do:

- **Turn any idea into reality** through a simple planning process
- **Replace your "to-do" list with a daily plan** that maximizes your time and guarantees your accomplishment
- **Enter all your action items once**, and let your computer copy them over into different schedules
- **Integrate the planning and the scheduling** of personal and professional long-term and short-term projects
- **Create a compelling vision** for the areas of life that matter most to you

...and much, much more.

# Getting the Most Out of RPM Life Planner™ Help

We've created an on-line help file that we think is truly outstanding. Here's a brief description of each of its elements:

**Quick Start** Want to start planning that project right away? Get going on your life plan? Polish your descriptions of your Roles? This section links you instantly to step-by-step instructions for using the most popular sections of the RPM Life Planner™.

**Getting Started with RPM** This is the technical information you'll need to get the software up and running and to navigate through it. It's divided into two main sections:

- Installation (Installing and Starting Up, Registering Your Copy, System Requirements, Technical Support)
- Software Basics (The Home Screen, the Main Menus, Screen Conventions, Abbreviations and Indicators, and so on)

**The RPM Philosophy** This section takes you through the conceptual foundation of RPM.

**A Tour of the RPM Software** This section provides an overview of the RPM Life Planner™ software, with links to the step-by-step sections. Whether you're new to the RPM Life Planner™ or an old hand, check this section out to get your bearings.

**Managing Your RPM Files** Here's where you'll find out, in an easy, question-and-answer format, how to save, store, back up, copy, import and export the files you create with your RPM Life Planner™ software.

**Step by Step With the RPM Life Planner™** This is where you'll find detailed instructions for using each section of the software.

**FAQ** We've compiled a sampling of some of the most common questions we receive on the tech support line and forum.

# Quick Start

There are a number of ways to begin using your RPM Life Planner™ software. The section Step-by-Step With the RPM Life Planner™ provides detailed instructions for using the RPM Life Planner™ to:

- [Create your vision](#)
- [Identify your categories and roles](#)
- [Plan your week](#)
- [Plan your day](#)
- [Plan a project](#)
- [Manage your company](#)

(Click an item to go to that "how-to" section.)

# INTRODUCTION – THE FOUNDATION

## **Outcomes/Results for this section**

1. To create a foundation for understanding the RPM system by explaining that the key to RPM is developing a new psychology-and that this psychology is based on teaching you to consistently ask and answer three simple questions.
2. To destroy the possibility of your ever making a to-do list again and instead providing you with a sense of absolute freedom and empowerment that comes from having a clear outcome or result and a strong reason why you want to do something.
3. To help you understand that this system may take a little longer to master, but that this system will help you experience far greater results and tremendous levels of fulfillment.
4. To start getting you excited about what this system will ultimately mean for your life - in terms of what you contribute to others and most importantly, in the level of personal joy, fulfillment, fun, and success you will experience on a daily basis.

## **Purpose of this section**

1. The time is now to start training you to think in an entirely new way.
2. We want to maximize your understanding by explaining a couple of core principles that will aid in your overall understanding of the use of this system.
3. Because clarity is power! Once you understand the essence of the system, learning the details of how to use it will be a lot simpler.
4. Because we want to free you from your stress and to give you more choices, freedom, and certainty about what you can achieve and experience in your life.
5. Because you deserve to experience an extraordinary quality of life!

# The RPM Philosophy

Anthony Robbins' Rapid Planning Method (RPM) is a proven system for taking anything you can envision and making it real. At its core, RPM is a **system of thinking**. In fact, the most important result that will come out of your using this life management software is that **it will literally train you to think in an entirely new way**, causing you to focus on what's truly most important to you in life. When you are focused in this direction, you will begin to not only produce extraordinary results, but most importantly, you will experience an amazing level of personal fulfillment in the process.

Traditional planner software causes you to focus on one very specific question: What do I need to do? To-do lists can keep you busy, and checking off a series of tasks can provide the **illusion** of progress. But have you ever crossed off everything on your to-do list and still felt like you had not really accomplished anything? **There is a big difference between movement and achievement.** The RPM system causes you to focus first on what you **want** - *the results that you are committed to achieving in your life* - before you figure out what you need to **do**. You then design all of your activity around making progress toward achieving what you want.

Whether they are aware of it or not, people who achieve fulfillment in life have an RPM plan. They consistently focus on three things to produce results in their lives:

1. **They know what they want:** the Target or Result they are after.
2. **They know why they want it:** the compelling Purpose that gives them the drive to follow through.
3. **They know how to make it happen:** they have a MAP (Massive Action Plan) that is flexible to get them there.

You will learn to think about and use these three components whenever you use the RPM system. You will learn to create a...

***Results-Focused \* Purpose-Driven \* Massive Action Plan***

## How You Will Benefit from Using the RPM System

**RPM Planning taps the power of focus.** What you consistently focus on in your life, you will achieve. By focusing on the result or outcome you desire, you'll come up with a more effective action plan and will ensure that you are consistently moving toward it.

**RPM Planning ensures that you are making progress and achieving balance in all the areas of your life that matter to you most.** By helping you develop a plan for your life before you ever start planning your time, RPM ensures that you are consistently making progress on what is most important to you. This prevents you from allowing yourself to live in reaction to the demands of the moment, or from focusing on one area of your life at the cost of another.

**RPM Planning prevents you from falling into the trap of mistaking movement for achievement.** With RPM, all of your actions are consciously designed so that you are moving toward a common outcome or result. Your actions also have a purpose behind them so that you are associated to why it is important to you to achieve your result.

**RPM Planning gives you a sense of purpose and fulfillment for your life.** Most people walk around unconsciously chipping away at seemingly random actions. In fact, many people have accomplished a great deal in their lives, only to reach a point where they start to ask themselves, "is this all there is?" RPM planning gives you a compelling reason behind all your actions-so that you are focused on the meaning and value it provides to your life.

**RPM Planning immediately reduces stress,** helping you transform overwhelm into a sense of certainty you can accomplish what it is you want. Instead of having you focus on a huge list of action items (or "to-dos"), the RPM system causes you to focus only on a smaller number of results or outcomes.

**RPM Planning provides ultimate flexibility** recognizing that there is more than one way to achieve a result. RPM will teach you to develop a MAP or an action plan that gives you multiple ways to get something done. Thus, you won't need to cross off every action on your list to achieve the result or outcome you are after.

**RPM Planning taps into the power of synergy.** Traditional to-do list planning does not recognize the relationship between tasks. By combining related tasks into a single result or outcome, RPM Planning gives you the opportunity to accomplish multiple tasks simultaneously and maximize your effectiveness.

## RPM is an Art

As you learn the specifics of how to use this system, it will be important for you to remember that **planning your time is an art**. Just as chemists create oil and acrylic paints and artists use them to create art, we created the science - the software - and it's up to you to make art with it! While we want you to understand the details of this system, you have already learned the most important piece - how to **think in terms of results vs. random activity**.

People often ask, "What if I don't master this system perfectly? Will I still get the same result?" Of course!

The purpose of your RPM software is simply to help you use the system of thinking we have already taught you:

1. To **focus on the specific result** or outcome you are after
2. To **engage strong enough reasons**, or a compelling purpose, to drive you to follow through
3. To develop a flexible MAP - a **massive action plan** - that will help you to achieve your result or outcome.

As a society, we are used to just slamming through all the activities that are in front of us. So, taking the extra moment in the beginning to first decide what it is you want -- and to associate to your reasons *why* you want it - will likely take you a bit longer.

Once you do master this system, however, you will feel more efficient, more productive, more fulfilled, and more alive than ever before. The RPM thought process will become second nature to you and you will be astounded by the speed with which you are able to not only create your plans, but act on these plans to produce results.

Let's get started! And to do that, there are a couple of concepts that are important for you to understand before delving into the details of your RPM Planner ...

## What is Time?

When we ask this question, the kinds of answers we get are, "Time is something we measure by a calendar or clock," or "Time is a measurement of activity."

Webster's Third New International Dictionary defines time as "a period during which something exists or continues."

None of these definitions, however, really explain what time is to us.

**Time is nothing but an emotion or feeling: It's a way of looking at a moment, or at life, that produces an emotional state within us.**

Think about it. How do you know how long something really takes other than by how it feels? If you are doing something that doesn't fulfill you, then a minute can seem like an eternity, can't it? Similarly, when you love what you're doing and you are totally engrossed in it, time can fly by. It literally ceases to exist.

The bottom line is that **time is completely driven by emotion**. There is a big difference in how you experience it if you are walking around stressed vs. if you are spending the moments of your life doing things that really matter to you.

So, while there is no more physical time for any of us, there is a lot more time for what really matters to you. The RPM system is designed to help you set up your life so that you experience time in a whole new way—a way that keeps you consistently fulfilled.

## The Power of Focus

There are so many things competing for and demanding your focus in life. Thus, if you don't make a conscious effort to control your focus and decide in advance which things you are going to focus on (i.e. where you're going to put your emotions, time, and energy), you'll live in reaction to the demands of the moment.

**Mental Focus: What you pay attention to, think about, picture, and say to yourself.**

Very few things in life are absolute. How you feel about things - and even the meaning you attach to a particular experience - is all dependent upon your focus. You can always find something in your life to be unhappy about: just look around, find the areas of your life that don't quite meet your expectations and then focus on them and intensify these feelings. Before you know it, you're upset!

On the other hand, if you focus on what is already **great** about your life (or what **could be great**), you can always make yourself feel better immediately.

In fact, whether you are succeeding at what you're doing right now in your career, your personal life, your health, or your relationships is **largely a reflection off what you are focusing on** in these areas of your life - or if you are even focusing on those areas at all.

- Is all your focus on your job at the expense of your personal life?
- Or, are you focused on being spiritual, but then not taking care of your body?
- Or, are you focused on taking care of everyone else, all of the relationships in your life, but not doing a quality job of taking care of your own emotional well-being?
- Or, in your business are you focused on marketing, but not looking at the finances of your business?

Whether you are **stressed** or **fulfilled** has little to do with what you're actually doing, or even the results you are producing. If you're stressed, it's a result of where you are putting your focus.

**Focus is the ultimate power** that can change the way we think, the way we feel, and what we do in any moment. When we change our focus, we change our lives. What we focus on determines the direction in which we move.

**The power of the RPM system is that it causes you to consistently focus on what it is you want in life.**

## The Power of Questions

The most powerful way to direct your focus is through the questions you ask. Remember, the process of thinking or evaluating, is nothing more than the process of asking and answering questions. The challenge most people face is that they are not conscious about the questions they ask themselves.

**Questions are the laser of human consciousness.**

They concentrate our focus and determine what we feel and do.

Think of questions this way: Imagine that your brain is the ultimate computer, and in that computer is the answer to any question you could possibly have.

Suppose you consistently ask yourself, "**Why do these things always happen to me?**" Your brain will search its database and take every possible form of input it's ever received - what people have ever said to you; what you've ever said to yourself; and what you've ever read, heard, or seen. Then, it will create an answer for you: "**They always happens to you because you are a turkey!**" Right?

Whatever you ask yourself consistently, you will get an answer to. If you ask, "**How come I'm so lucky?**" your brain will search until it finds references to support the fact that you are lucky.

**If you ask a better question, you will come up with a better answer and therefore, a better result.**

As we've already discussed, traditional time planning is based upon the question, "**What do I need to do today?**" If you keep asking yourself this question, you are undoubtedly going to feel stressed because most of us can't possibly achieve everything on our to-do list!

By changing the questions you ask when managing your life, you will immediately change your focus, gain access to new resources within yourself, and produce a better quality result. All human progress is preceded by new questions.

It is by **questioning our limitations** that our **greatest strengths** are unveiled.

It is by **questioning conventional wisdom** that **new truths** are unearthed.

It is by **questioning our capacity** as human beings that this capacity **expands**.

## The Three Questions of the RPM System

You now know that there are three things you must train yourself to focus on when using the RPM system. It only makes sense then, that the way we help you train yourself to do this is by giving you specific questions to ask.

Thus, the essence of the RPM system is that it consistently focuses you on three distinct questions:

**YOUR TARGET:** What Result are you committed to achieving? What is your Outcome?

**YOUR REASONS:** What is your Purpose? Why do you want to do this?

**YOUR MAP:** What is your Massive Action Plan? What are the specific actions you need to take in order to achieve this result?

Whether you are planning a day, a week, a project, or even a conversation with someone, your plan will be based around asking and answering these three questions. If you did nothing else but start asking and answering these three questions, you would immediately begin to see a radical shift in your thought process and therefore the results you are producing in your life.

**HINT:** The sequence in which you ask these questions is the difference between success and failure. For example, you may know all the individual digits in a person's telephone number, but unless they are in the right sequence, the numbers are useless. Similarly, knowing all the numbers to a combination will not open the lock if they are not in the right order.

Let's take a look at these three questions in more detail...

## Question 1: What is the specific Result you are committed to achieving?

**RESULT:** The target you are after; the specific, measurable result or outcome that you want to achieve.

Here is an example to help illustrate the difference between having a result or outcome that you are committed to achieving and a simple action.

### An Action ...

One spring morning, Elvis wakes up, takes a good look at himself in the mirror, and shudders in disgust. He just can't bear carrying around those twenty extra pounds he's gained in the last few years (and subsequent love handles). That morning, he decides to solve his problems by adding going for a ten-mile run to his to-do list. By the end of the run, he is exhausted, his lungs hurt, he's sweating like a pig, and his heart feels like it's going to pop right out of his chest. The next morning his muscles are so sore he can barely move, and he has a big, fat, ugly blister on his big toe. To console himself, he goes to Denny's for a Grand Slam breakfast and decides that exercise is simply not for him.

### A Result or Outcome ...

The problem is that Elvis focused only on the action item of going for a run instead of establishing a clear picture of what he really wanted. Was the result or outcome he wanted to run ten miles? No. What he really wanted was to lose 20 pounds. So often we forget what our real result or outcome is and we start thinking instead that we have to write out a to-do list to make it happen. There are many ways Elvis could have achieved his result or outcome if he knew what it was. What he really needed was a compelling result or outcome - something like, "To lose 20 pounds and enjoy the process of reaching my ideal weight and vitality."

**HINT:** Notice that Elvis' result is **specific** and **measurable**. Rather than saying "I want to lose some weight," Elvis has a better chance of hitting his target if he makes it much more precise, specific, and measurable. And, what do you think adding the words, "enjoy the process" might do to Elvis' chances of success?

When you are clear about the specific result you want to achieve and you focus on that result, your behavior changes instantly. To give another example, when you are only focused on what it is you need to do, for example, "Call John Smith," you can call John and certainly cross it off your list, but this does not guarantee that you truly accomplished something meaningful. Instead, what if you had been clear about your result or outcome in advance and decided that what you really wanted (i.e. your result or outcome) was, "To connect with John Smith so that he feels totally supported and nurtured." This not only increases your chances of really achieving this, but it gives you a lot more flexibility - you can call John, but you could also drop him a quick note, or send him an e-mail, or have dinner with him one evening.

*The first step in RPM - deciding on the clear result or outcome you want to achieve - is the **most important step** in creating your RPM plan.*

**NOTE:** We will use the words "result" and "outcome" interchangeably throughout this guide and in your RPM software. The reason is that a "result" is usually a lot more specific and precise than an

outcome. However, when you are first thinking about what it is you truly want to achieve, it sometimes helps to think about your overall outcome and then work to make it specific and measurable.

## Question 2: What is your Purpose? Why do you want to do this?

**PURPOSE:** The compelling reasons why you want to do something—reasons that will give you the necessary drive to follow through on your plan.

Once you know what it is you really want (i.e. your result or outcome), you need to associate to why you want to do it—your purpose for wanting to achieve this result.

Reasons come first and answers come second.

Your purpose will provide you with the emotional drive to follow through and to do whatever it takes to achieve the result you desire.

For example, it's one thing to have a result or outcome that says, "I want to become a millionaire within six months." It's another thing to add a compelling purpose to it by saying, "I want to become a millionaire within six months **BECAUSE** I will be able to help my children, **BECAUSE** I want to make a difference in the world, **BECAUSE** I want to develop the pride of knowing that I've overcome so many challenges in my own life, **BECAUSE** I want to be an example for other people—if I can do it, anyone can do it!, and **BECAUSE** I want to create many magical, fun moments for myself and those I love."

Let's take our example of Elvis.

**RESULT OR OUTCOME:** To lose 20 pounds and enjoy the process of reaching my ideal weight and vitality.

Now, let's add a compelling purpose to this result.

**PURPOSE:** To feel great about myself. To increase my sense of control over my life. To increase my strength and vitality. To raise my self-esteem and feel sexy. To become the stud-muffin of my wife's dreams.

HINT: There is no right or wrong answer to anyone's purpose -- what moves you emotionally might be totally different from what moves someone else. The key is to use emotional words -- words that create joy, excitement, and fun. To that end, sometimes a 5¢ word can be much more powerful than a 50¢ word that sounds important.

Here are some questions you can ask to help elicit your purpose:

- **Why do I want to do this?**
- **What will it give me?**
- **What will it help me give to others?**
- **How will it make me feel?**

Once you've decided upon a clear result or outcome, **the second step is to define your purpose.** This is one of the most important parts of the process because **without it you lose your emotional drive.** Without it you have more stress, which can cause you to give up when the inevitable challenges arise.

## Question 3: What is your Massive Action Plan? What are the specific actions you need to take in order to achieve this result?

**MASSIVE ACTION PLAN (MAP):** The specific steps or actions that you need to take in order to achieve your desired result or outcome.

Now that you have a clear, specific result or outcome and some compelling reasons, or purpose, to drive you to follow through, you still need a plan to make it happen. The third step in RPM is to develop your Massive Action Plan (MAP). Your MAP is simply the specific steps, or actions, you need to take in order to achieve our result. The beauty of the RPM system is the flexibility your MAP provides!

**First**, you will discover that there are many ways to achieve a result. And this also means that if one set of actions doesn't work, then another will.

**Second**, you don't have to accomplish every single action item in your MAP in order to achieve your result. You'll find that most often, a small number of actions make the biggest difference in your ability to achieve your result. This is the 80/20 rule. 20% of what you do in life usually makes 80% of the difference.

Notice how these two principles work in Elvis' Massive Action Plan below.

**RESULT OR OUTCOME:** To lose 20 pounds and enjoy the process of reaching my ideal weight and vitality.

**PURPOSE:** *To feel great about myself. To increase my sense of control over my life. To increase my strength and vitality. To raise my self-esteem and feel sexy. To become the stud-muffin of my wife's dreams.*

Now, let's add a Massive Action Plan (or MAP) to Elvis' result and purpose:

### Elvis' Massive Action Plan (MAP):

1. Consult with a nutritionist
2. Set up a new diet plan with healthful foods
3. Go shopping for healthful foods
4. Throw away all the junk food in my house
5. Research ideal gym to join
6. Join my ideal gym
7. Schedule 45 minutes per day to exercise
8. Take pictures of myself naked to motivate me to change

**HINT:** Does Elvis need to complete every action on this list to lose 20 pounds and enjoy the process of reaching his ideal weight and vitality? The answer is no. He could simply shop for healthful foods, schedule 45 minutes a day to exercise and make a lot of progress with those two actions alone. And, while this is Elvis' list, are there different actions someone else might take to achieve a similar result? Now that you understand the three fundamental steps of RPM, you are ready to begin setting up your life plan...



# INTRODUCTION – MORE FULFILLMENT

## **Outcomes/Results for this section**

1. To help you understand that it's ridiculous and impossible to create a plan for your time without a clear plan for your life.
2. To help you understand the specific steps you need to take in order to develop your life plan - specifically, to help you define the areas of life that matter to you most (i.e. the categories of your life) and organize them in a way such that they are making consistent progress in each of them.
3. To give you the distinction of adding specific roles to each of the areas of your life as a way of expanding your identity, creating more fun, and changing the emotions you associate to each area.
4. To show you how to tap into the seven forces that create vision and momentum in each area of your life.
5. To give you a tremendous enthusiasm and belief that you can create the ultimate balance, results, and fulfillment you are after!

## **Purpose for this section**

1. Because once you complete your life plan, learning how to plan your days and weeks to move toward this life plan is simple.
2. Because this is where the fun, joy, passion, and fulfillment is!
3. Because having a compelling vision is what will keep you going when the going gets tough.
4. Because we want you to have a way of organizing your life so that you feel your life is manageable and that you truly can make progress in all the areas of your life that count.
5. Because we want you to feel the sense of accomplishment and pride that comes from knowing who you are and what's most important to your life!

## Creating Your Life Plan

One of the strategies that makes the RPM system so effective is that the first thing you do when you sit down to create your plan every week is to review what it is that's most important to you in your life (and we'll cover the weekly planning process later in this manual after you understand the concepts in each section!).

Specifically:

- You'll look at your overall vision and purpose for your life,
  - You'll review all the areas of your life in which you are working to making progress, and
  - You'll remind yourself of your top goals.

From there, you'll actually create your plan for your week. This ensures that you are focused on the big picture of what's important to you before you begin planning your time. Doesn't it make sense that you have to have a plan for your life before you create a plan for your time? And how do you think it will affect your planning if each week you are first reviewing what's important overall in your life?

In this section, we're going to walk you through the steps you can take in order to create this life plan. While it may take you some time to do this, it's important to remember two things:

1. **Once you have taken the necessary time to create your vision, you won't need to do it again!** While you might want to review and update it periodically (i.e. once every quarter, six months or once per year at a minimum), you will have established a road map for your entire life.
2. **This part of the process can be a lot of fun!** Remember, you are taking time to do what 99% of the population has not done-decide what it is you want from and for your life! And, you don't need to do it in one sitting. A lot of people will decide to tackle this step by setting aside 2-3 hours per week over the course of 1-2 months to accomplish this.

The one trait that any successful and fulfilled person has cultivated - whether they are great writers, business people, teachers, musicians, educators, artists, parents, politicians, or athletes - is their **passion** and **enthusiasm for life**. We all need a compelling vision for our lives - a vision that is so powerful, we are driven to do whatever it takes to drive through the inevitable obstacles to achieve it. Having a compelling vision for our lives is what gives us a sense of absolute fulfillment and joy and causes us to remember that we are in pursuit of something greater than the current moment. In the end, what makes us truly happy is not so much what we have achieved in our lives, but who we have become in the process. What creates lasting fulfillment is the knowledge that every day we are growing and expanding as people; that our capacity to love and care is deepening; and that our lives have a special and unique purpose on this planet.

So how do you create this compelling vision? Simply put, **developing your plan for your life is nothing more than the process of asking and answering some specific questions to decide what it is you want from your life, what your life's about, and who you are committed to becoming in the process.**

This is what we will do as we walk you through the steps toward More Fulfillment.

## INTRODUCTION – YOUR DRIVING FORCE

This section is divided into two parts:

- **Your Driving Force**
- **Your Categories of Improvement**

First, we are going to take a look at "Your Driving Force" - which is basically the process of defining your overall vision and purpose for your life.

Then, we'll start to delve into creating categories of improvement -- which is the process of defining the specific areas of your life that you want to consistently make progress on and improve.

## Your Driving Force

There are six main parts to your Driving Force:

1. Your **ultimate vision** for your life
2. Your **ultimate purpose** for your life
3. Your **identity** for your life (who you are and what you stand for)
4. Your **code of conduct**
5. Your **values**
6. Your **passions**

## Your Ultimate Vision

To complete this part of your life plan, simply set aside some time to answer the following questions. When you do this, we recommend that you go somewhere where you will not be interrupted and if you can, choose an environment that inspires you (i.e. the beach, the mountains, a favorite park, an art museum, or even a favorite tree in your back yard). You might also want to bring a set of headphones and a CD player so that you can play music that inspires you while you are answering these questions.

**One more thing:** Be sure to put yourself in an emotional state of certainty -- where you feel strong; where you remember who it is you really are inside; and where you know that while you will inevitably encounter some challenges along the way, you have the power, the skills, and the heart to turn anything you dream about, into reality.

**Write a paragraph, or two, that answers the following questions:**

- What do you want to create for your life?

If all of a sudden you had the energy again like you were a little kid and the journey had just begun, what would you be excited to tackle?

- What is it that would get you up early and keep you up late at night?
- What would your life be about? What does that vision look like?
- If you had no fear of moving forward, what would you do in your life? What challenges might you be excited to overcome?
- What do you want to contribute to your own life and the lives of others?
- If you knew you could have it any way you want it, what would you really want for your life? What do you want to give, create, be, feel, or share?

# Your Ultimate Purpose

**Write a paragraph, or two, that answers the following questions:**

- Why must you achieve this ultimate vision?
- What is your ultimate purpose for your life? What will it give you to achieve this vision in your life? How will that make you feel?
- Ultimately, why do you want to achieve your vision?
- Whose lives will you touch in the process?
- What is the purpose that would drive you to push through anything that might try to hold you back?
- How would it feel to achieve the ultimate vision for your life?
- What emotions do you want to experience as a result?

## Your Ultimate Purpose: An Example

*Because my life has a meaning and a purpose and to honor this is the most powerful way to show my respect for myself and for God. By endeavoring to become more myself, I can set a strong example of what's possible for others. Because I believe that we only get one trip through this lifetime and it's important to enjoy the process. What we remember in the end isn't all the things we have done, but the lives we have touched and the memories we have created along the way.*

*Because I believe that you get what you give in life and so it's important to give everything you can to help others. To take care of myself and have a passionate love affair with myself to ensure that I have more to give.*

*Because I want to reflect outward the gratitude I consistently feel inside. I also want to ensure that my body reflects the soul I know I am inside. To give my friends, family and loved ones absolute certainty about my love for them-so that it lasts well beyond my physical years on this planet. To feel proud and excited about my life and what I can give, share, and experience. To have a blast, create an unbelievable story, and leave behind a legacy that grows and inspires my friends and family for generations to come.*

# Your Identity

Let's take a moment to define what it is we mean by "your identity:"

**Your identity is comprised of the beliefs you use to define what makes you unique as a human being.**

The reason this is so important?

Our beliefs about ourselves are among the strongest forces that shape our lives. We will always act consistent with our view of who we truly are - whether that view is accurate or not. In other words, **the strongest force in human personality is the need to remain consistent with how we define ourselves.**

Therefore, the words you use to describe who you are, are incredibly important - they will determine what you do, what you say, how you behave, what you strive for in life and what you fail to even try.

Your identity can be the very thing that limits you from becoming more - or it can be the impetus to incite you to even greater heights.

To create your identity - your ultimate picture of who you really are (or want to be) and what you stand for – **write a paragraph or two that answers the following questions:**

- Who are you? How do you define yourself? What is the essence of who you are?
- What metaphors do you use to describe yourself?
- What roles do you play?
- If you were to look up your name in a dictionary, what would it say?
- What are some characteristics you embody (or aspire to embody)?
- What is it that you stand for in your life? Forget your past - who are you now? You have you decided to become?
- What are your standards for your life physically, emotionally, spiritually, financially, in your relationships? What kind of person are you now? What do you want to feel or experience more of in your life now?

## Your Code of Conduct

Your Code of Conduct is the collection of standards that you hold yourself to each day no matter what happens.

It's one thing to define your ultimate vision, ultimate purpose, and identity, but it's another thing to make sure that you are consistently living these things every day. The idea of a Code of Conduct dates all the way back to Benjamin Franklin, who used to keep a list of all the virtues he was committed to embodying each day. Then, each day, he would check off on a chart which virtues he lived that day and which he did not. This way, over time, he was showing up each day how he truly was committed to being.

To create your Code of Conduct, simply **answer the following question:**

- What emotions, emotional states, or virtues are you committed to practicing and living each day?

## Your Values

Your values are the emotions that are most important to you in life. If you have not already decided what you value most in your life, you can follow the following steps to do so.

1. Ask yourself, "What's most important to me in life?" Then, keep asking, "What else is most important to me in life?" until you run out of answers.
2. Establish a hierarchy by asking yourself, "What's more important for me to feel: \_\_\_\_\_ or \_\_\_\_\_?"
3. Take one of your values and compare it to every other value on the list by asking this question until you know which is **most** important: "What's more important for me to feel, \_\_\_\_\_ or \_\_\_\_\_?" Do this with every value on the list until their order has been established.
4. Create rules for each value by asking yourself, "What has to happen in order for me to feel \_\_\_\_\_?" (Ask this several times for each value, as people most often have multiple rules for every value.)

## INTRODUCTION – YOUR CATEGORIES OF IMPROVEMENT

Now that you know what your life is about overall - your ultimate vision, ultimate purpose, identity, and code of conduct - let's start looking at the individual areas (or categories) of your life.

Today, the unspoken expectation is that, in order to be a thriving, contributing, happy, and successful member of society, we must be multi-dimensional. We must be able to fulfill multiple roles within our businesses: we must be able to ...

- manage and lead,
- create effective relationships with other team members,
- use technology to communicate,
- effectively manage costs, and
- work at lightning-like speed to stay ahead of the competition.

Similarly, in our personal lives, we strive to be ...

- a loving spouse
- an outstanding parent
- fit, healthy and strong
- an effective financier
- a lover
- a best friend
- a community activist, and
- a spiritual being.

In order to ensure that you are making choices that support you, **the RPM system provides you with a way to define up front all of the areas of your life that are important to you - and what you want in each area - before you actually create the plan for your time.** This way, you are consistently focused on your most important goals in each area of your life so that you can experience balance.

**In this section**, we will show you how to identify the most important areas in your life -- areas that you are going to continually focus on, measure and improve. These are areas of your life that, if you *don't* improve, the quality of your life will suffer, and if you *do*, you'll become more successful and fulfilled than you ever imagined.

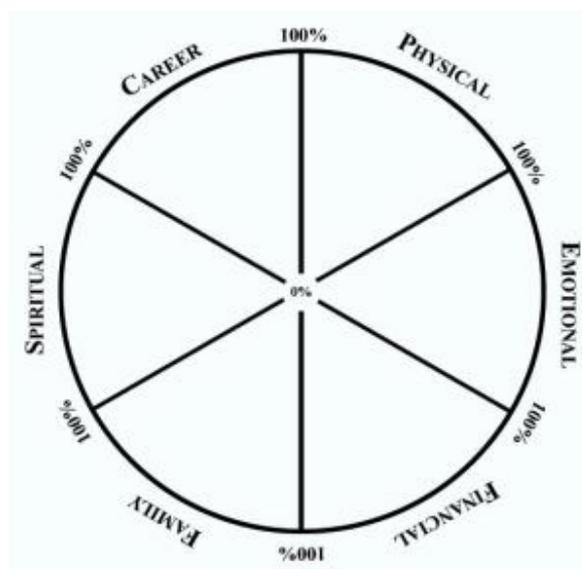
To do this, let's first take an honest look at where you stand in some of the areas of your life today.

*Categories of Improvement...*

## The Wheel of Life

The first step in figuring out where you want to go is to look at where you already are. This exercise is designed to give you an overview of just that: you will determine the areas in your life where you are doing very well, as well as some areas where you might want to be putting more of your focus.

Look at the wheel below and notice that it's divided up into different sections corresponding to some of the typical areas in life: your finances, emotions, family and relationships, spirituality, career, and physical health. Pretend that the middle of the circle corresponds to zero and the outside ring of the circle corresponds to ten. Now, taking one area at a time, grade yourself on a scale of zero to ten of where you are today vs. where you really want to be. For example, you might rate yourself at a seven in your family life, an eight in your finances, a five in your emotional life, a nine in your career, a six in your spirituality, and a seven in your physical health.



HINT: Be honest with yourself! It's only by giving yourself the gift of self-honesty that you can truly take your life to the next level. Lying to yourself-or even "slightly exaggerating" the truth- might feel good for the moment, but ultimately denigrates the quality of your life. And, it is by being honest that you gain the drive to follow through. No one is perfect-and this exercise will give you a great overview of where you might want to start to take your life to the next level.

## Answer This Question

Imagine drawing a line across each section, rating yourself on a scale of zero to ten, and coloring in each section to get a true picture of where you really are in each area. And then answer this question:

**If this were a tire on my car called Life, how would my car run?**

How would you do even at 10 mph? How would you do as an achiever going 100 mph?

If you are like most people, your car is a little out of balance and it's going to be one heck of a bumpy ride!

The same is true of your life: when your life is out of balance, you tend to experience more bumps in the road. You can still achieve your desired destination, but it's going to take you longer and the ride isn't going to be as smooth or fun!

So, if you don't like the shape of your wheel, remember that this is a very natural feeling. One of the beautiful things about the human spirit is that no matter what level we've already achieved in our lives, we are constantly striving to become more. The secret is to find the appropriate balance between appreciating where you are and taking your life to the next level. Dissatisfaction is the first step to fulfillment. It's now time to take that dissatisfaction and turn it in to drive to create what you desire and deserve in all the areas of your life that are important to you.

**The balance in life is between satisfaction and dissatisfaction and between fulfillment and drive. The ideal state is to be happy and driven, where you have enough satisfaction to enjoy where you are (who you've become, what your life is like, the process you're in) and feel enough dissatisfaction to want more, to feel the drive to grow and contribute.**

## My Life

This next section is perhaps the most important section in your RPM software because what you are doing is putting the stakes into the ground and deciding what areas of your life you are committed to

focusing on and improving on an ongoing basis. Once you have completed this section, you will be reviewing it every week before you create your weekly plan to make sure that you are on track.

To make it simple, we are going to divide your life up into two main areas: [your personal life](#) and [your professional life](#). We call these [Areas of Management](#) because they are specific areas of your life that you are going to manage on an ongoing basis.

Within each of these areas of management, we are then going to decide on the [specific categories you are going to consistently focus on and improve](#), or your [Categories of Improvement](#).

## **Personal Categories of Improvement**

Let's start with your personal life. What are some of the areas that you believe you must focus on and constantly improve in order for your life to be successful and fulfilling? (HINT: See below and the following page for some examples):

[HINT: There is no right or wrong number of Categories of Improvement! Some people might have 10 or 12 areas of their personal lives that they want to focus on whereas others may have only four to six areas. In general, most people have eight to 10 Personal Categories of Improvement. However, what's most important is that you create categories for all of the parts you want to focus on in your personal life.](#)

### **Some Examples ...**

<b>Tony Robbins</b>	<b>Paige Anderson</b>	<b>Jane Carter</b>	<b>Henry Thompson</b>
Physical Power: World-Class Health & Fitness	Health-"Buns of Steel"	Emotional Fitness	Health & Vitality
Emotional Juice	Fun-"Fun was had by all"	Family Heart & Soul	Personal Growth
Outstanding Family Life	Family & Friends-"The Buddy System"	Physical Prowess	Family
Extraordinary Friendships	Community-"What can I give?"	Forever Friendships	Fun
Absolute Financial Freedom	Financial -"Show me the Money!"	Home Sweet Home	Long-Lasting Friendships
Renaissance Man-CANI! of AJR		Gracious Giver	Financial Freedom
Creator of the Good Life		Wealth Wizard	Emotional Well-being
Extraordinary Community Leader & Contributor: Force for Good		Spiritual Soul	
Spirit & Soul: Force for God			

**HINT:** Remember the Power of Language: Notice how Tony spiced up the names of his Personal Categories of Improvement by using language that inspired him. Take a moment to refine your categories so that the titles of them are juicy for you -- use language that causes you to want to spend time in each of these areas of your life!

## **Professional Categories of Improvement**

You've probably noticed that most people's personal categories are very similar - people usually have categories surrounding their health, finances, family/relationships, emotional well-being, spiritual growth, etc. On the professional side, however, people sometimes get a little overwhelmed at first because it can be more difficult to organize your professional life into distinct categories.

To help you, we recommend two things:

- First, remember that you don't need to do this perfectly!
- Second, take a look at some of the examples we've included for you. You may start to see some patterns that might apply to you.

**HINT:** Again, there is no right or wrong number of Categories of Improvement! Some people might have 10 or 12 areas of their professional lives that they want to focus on whereas others may have only 4-6 areas. In general, most people have 8-10 Professional Categories of Improvement, however, what's most important is that you create categories for all of the parts you want to focus on in your professional life.

### **Some Examples ...**

**Jolie Jenkins, Actress**

**Danielle Cross, Homemaker & Mom\***

**Margaret Lewis, Purchasing Manager**

Maximizing Current Jobs-Acting Roles	Quality Kid Time!	Team Manager (Purchasing Team)
Obtaining New Jobs-Auditions	Outstanding Meals & Nutrition	Communications Master
Management of Jolie, Inc.- Managing my managers & agents	Captain of Cleanliness	Lean, Mean, Buying Machine
Ever-expanding Acting Skills- Ongoing training of my voice, etc.	Lightning-Speed Laundry	Secure & Maintain World-Class Vendors
Networker Extraordinaire- Constantly expand my identity	Nurturing of Danielle, Inc.	Product Quality Control
	Home Improvements	Manage & Master Costs
	Great Neighbor Relations	Proactive, Superior Customer Service
	Fantastic Family Fun	CANI! Any Aspect of the Business

**Look for Patterns:** People usually have a category about maximizing their output or production (sales numbers, acting roles, etc.), improving their own skill sets in their job (for example, ongoing training), building their identity (through networking, building relationships with other important team members, and so on), communications (including empowering teams, managers, etc.), and supporting clients and costs.

\* If you don't work full-time, can you still treat your home like a business just as Danielle has done above? Might this increase not only your effectiveness, but your fulfillment?

## Spicing up Your Categories with the Power of Roles

Let's take a moment to add some emotional power to your categories by spicing them up with some roles! For each category, what are the specific roles you play? Who are you in each of these categories of your life? For example, perhaps your category title is "Financial Wizard," but within that category, there are several roles you fulfill, such as "Protector of the Family Assets," "Investor Extraordinaire," and Budget Master."

There are two reasons for adding roles to each of your categories:

1. **To ensure that each of your categories has all the appropriate textures.** If you are simply focused on outstanding finances without a sense of the roles you play in that category, you may not consistently focus on **all** the pieces of this category that are important to you - such as investing, saving, budgeting, asset protection, or even saving for the purchase of fun toys or vacations.
2. **To give you more emotional "juice" and fulfillment.** For example, there is a difference between focusing on a Category called "Family" and focusing on a Category called "Family" with the following roles added to it: Outstanding Parent, Best Friend, Extraordinary Spouse & Lover, Amazing Son, and Sibling You Can Count on. Adding roles to your categories will give you **more drive and purpose** to follow through.

## Your Vision for Success

To maximize the results you achieve in each of your Categories of Improvement (Personal and Professional), you will create your vision for each of these Categories. **You will come back to this vision every week** to inspire yourself, keep yourself associated to the reasons this is important, and to use it as a checklist of all the results you are committed to achieving in each category.

Then you can make sure, as you create your weekly plans, you are on target in each of your categories.

There are three pieces to define for each of your categories:

- Your Ultimate Vision
- Your Ultimate Purpose
- Your Roles

Most people spend one to three hours completing a vision for each category. The best use of your time might be to complete one category per week, taking several weeks to finish. You will want to review your categories every year and perhaps make some minor changes as well as set new results/outcomes for that year, but once the overall vision for each category is complete, you are finished with it!

*The Time of Your Life* (Anthony Robbins' ten-day instructional program designed to walk you through the entire RPM system) can help you with this task. At the end of Day 4, Tony walks you through a process that helps you envision each category and define, by answering a series of questions, each of the seven components of your vision. To purchase *The Time of Your Life*, contact us at [productsales@tonyrobbins.com](mailto:productsales@tonyrobbins.com), or click over to [www.tonyrobbins.com](http://www.tonyrobbins.com), and click [Visit Tony Robbins](#).

# INTRODUCTION – MORE TIME

## Outcomes/Results for this section

1. To teach you the mechanics of the RPM system so that you know the practical steps to creating plans for your weeks, days and projects.
2. To give you a fundamental skill for reducing stress - the power of "chunking" - that will not only be useful in using the RPM system, but that will support you in many other contexts in life.
3. To teach you the 5 Master Steps of Planning, which provide the foundation for planning anything.
4. To give you a sure-fire method to plan your weeks - the Weekly Planning Process - that will ensure that you stay associated to and follow through on the vision for your life (your life plan) that you worked so hard to create in the last section.
5. To ensure you understand and are excited that once you complete this section, you are ready to go - all that remains after this is the detail of walking through your actual RPM software planning steps - you will already know how the system works!
6. To help you get associated to the power of this system, how it works and why it is much more powerful than a simple to-do list.

## Purpose of this section

1. Because now that you understand the psychology of RPM and are emotionally associated to your overall vision and purpose in life, the mechanics will make a lot more sense!
2. Because "chunking" is not only fun but, used effectively, is one of the premier tools for reducing stress and managing anything.
3. Because once you understand the 5 Master Steps to Planning, you will be able to apply it to and plan anything!
4. Because we want you to start to see how it all fits together and have the sense of completion of truly understanding this system!
5. Because the Weekly Planning Process is the fundamental place where dreams are turned into reality - where your life plans are converted into action.

# Transforming Stress into Success: The Power of Chunking

**Chunking:** Grouping together information into ideally sized pieces so that they can be used effectively to produce the results you want without stress or overwhelm.

The most stressful moments are those in which we feel we simply have too many pieces to focus on. In fact, stress is often equated with the word *overwhelm*, which, according to Webster's College Dictionary, is defined as *to overpower with superior force or numbers*.

Our minds have the ability to take any experience in life and pull it apart into a million pieces - or to tie it all together into one piece. For example, if you take on a project and try to do the whole thing all at once - to eat the whole whale in one bite - you're going to be a bit overwhelmed! Similarly, if you take a task and make it into too many small steps, it's equally daunting, overwhelming and frustrating. The number one skill that will allow you to succeed at anything and not be stressed in the process is the ability to take a variety of action items and group them together so that they help you achieve a common outcome/result - chunking.

Most people are only able to focus on a limited number of things at one time. For example, when most people are learning, they tend to remember things that are grouped into threes. In fact, how do most people count? One, two, three ... many! Anything above three things becomes too much for us to remember. There are examples of this everywhere in our society:

- Most people have three names: first, middle, last.
- Most phone numbers are grouped in series of three numbers: 800-555-1212.
- Most addresses are chunked into three lines - and the third line is even chunked into threes:

*John Q. Public  
123 Main Street  
Anytown, Anystate 00010*

- Most web addresses are in chunks of three: www.webaddress.com.
- Most symphonies are chunked into three movements.
- Traffic lights are set up with three chunks: green, yellow and red.

Even RPM is chunked into three questions for you:

**(1) What is the Result I'm committed to achieving?**

**(2) What is my Purpose?**

**(3) What is my Massive Action Plan?**

## RPM is a Visual Chunking System

What makes RPM effective is that it is a Visual Chunking Device - a fancy way of saying that the way the RPM Blocks are organized on the page or screen is critically important to help you maximize the system.

At its essence, an day's MAP is simply a group of RPM Blocks related to the Results/Outcomes that are most important for that day.

Similarly, a Weekly Plan is a group of RPM Blocks related to the Results/Outcomes that are most important for that week.

And a Project Plan is a group of RPM Blocks related to a specific subject - an Ultimate Result and an Ultimate Purpose you are committed to achieving.

Now that you understand what an RPM Block is and have a sense of where we are going, let's look at the **Five Master Steps to Planning**. These Five Master Steps will show you how to put it all together - how to walk you through the process of converting your vision into real, scheduled, actionable RPM plans.

# The 5 Master Steps of Planning

There are three main places where you create your RPM Plans: Your Daily Planner, Your Weekly Planner, and your Project Planner. Whether you are planning a day, a week, or a project, the Five Master Steps of Planning are the same.

- Step 1: Capture Ideas, Wants, & Needs**
- Step 2: Create Your RPM Master Plan**
- Step 3: Commit to Block Time & Resolve Your Musts**
- Step 4: Schedule Specific Time to Work on Your Results**
- Step 5: Complete, Measure & Celebrate Your Results**

Before we delve into some specific examples, let's first look at an overview of these five steps. After the overview, we'll walk through the specifics of how to use these five steps to plan your day, your week, and your projects.

---

## Step 1: Capture: your ideas, wants and needs

This step of planning is something most people are already familiar with - it's nothing more than quickly brainstorming anything you think you need to do. This doesn't need to be in any particular order. Simply type in the errands you need to run, phone calls you need to make, projects you want to complete, etc. This Capture list will become the foundation upon which your plan is created.

**HINT:** If you want to sit down and capture everything you need to do in one sitting, that's fine, but you can also quickly jump to the Capture section of your Day, Week, or Projects any time you think of something you need to do and enter it. This way, if you think of something in the middle of the day, you can take two seconds, enter it and then forget about it until you sit down to create your plan.

---

## Step 2: Create your RPM MAP (Massive Action Plan)

This step of planning is the process of turning your capture list into RPM Blocks. To do this, you will look at your capture list for your day, week, or the project you are working on, and start to notice relationships between some of the items.

As you do this, ask yourself the following questions:

- What is the most important **RESULT** or **OUTCOME** that I must produce in order for this day (week/project) to be both successful and fulfilling?
  - What is my **PURPOSE**? Why do I want to do this? What will it give me?
  - What specific actions do I need to take to achieve this result or outcome? What is my **MASSIVE ACTION PLAN OR MAP**?
- 

## Step 3: Commit to block time and resolve your 'musts'

No plan is worthwhile unless you bring the **emotion** to the plan that will make it happen: **Commitment**.

For each RPM Block (or if you prefer, each Action item that's part of each RPM block), you **MUST** take a moment and commit to blocks of time when you will work on it. For example, look at your week and decide in advance which day you will work on each item and for how long.

---

## Step 4: Schedule It!

Once you've committed to blocks of time when you will work on your plan, you can schedule specific times in which you will do it. There are two steps to completing your time schedule:

1. **Enter the times** of all the specific appointments and meetings that you have committed to (these are times that cannot fluctuate and must happen at a specific time-i.e. doctor's appointment, meetings, etc.). If you want, you can even schedule time when you sleep, do your morning routine, etc. Just write "DR," which stands for Daily Routine.
  2. **Block out chunks** of time when you will work on your RPM blocks.
- 

## Step 5: Complete, Measure & Celebrate!

Step five is called **C-M-C: Complete** what it is you're going after to get your result, **Measure** whether you're on track or not, and then **Celebrate** your results - your victories, your magic moments, your accomplishments.

Here are the specific steps you will take at the end of each day (week/project):  
Go through each of your RPM blocks. For each action item in every RPM block, note its status (In Progress, Done, Abandoned)

Take a moment to capture everything that you've achieved and celebrate it. Also, think about any of the special moments - or what we call "Magic Moments" - that you want to include. We've even given an entire screen in the Journal section of your software just for recording Magic Moments and achievements.

This process is **vitaly important** to your planning for two reasons:

- **You cannot manage what you don't measure.** By checking in on a daily basis (or at a minimum a weekly basis), you will know where you are on track and where you're not so that you can correct your course a lot more quickly.
- **You must keep score of your wins.** So often people walk through their lives not realizing just how much they are accomplishing, giving, experiencing-how much is really great in their lives if they just take a moment to stop and appreciate it. Think about it: if an RPM block, or a project plan was important enough for you to do, then it's worth taking a moment to think about what it is you gained from the process, isn't it?

## Tips for Planning Your Ideal Day

- The first thing to do: check your Monthly Calendar for an overview of your time.
- Remember that, for the Daily Planner, Steps 3 and 4 occur on the same screen (Schedule). You will enter the block times during which you've committed to make progress on specific Results/Outcomes, **and** you will enter in the scheduled times for things that must occur at a specific time.

- Your Daily Plan **is actually the last** set of screens that you will use. You start at the level of your Life Plan (Your Categories & Projects), then your week and then your days.

So let's now take a look at how to use your Weekly Planner...

# How to Plan Your Ideal Week

**REMEMBER:** To create your weekly RPM plan, you will follow the same Five Master Steps of Planning. Here is an overview of how you use these five steps to plan a week.

- **Step 1: Capture Ideas, Wants & Needs**
  - **Step 2: Create Your MAP (Massive Action Plan)**
  - **Step 3: Commit to Block Time & Resolve Your "Musts"**
  - **Step 4: Schedule It: Imagine & Anticipate the Results & Rewards**
  - **Step 5: Complete, Measure, Master & Celebrate Your Results!**
- 

## STEP 1: CAPTURE: Ideas, Wants & Needs

Anytime during the week that you think of a phone call you need to make or an action item you need to do and you don't already know the specific day you are going to do it, enter it onto the Weekly Capture screen. Then you can let go of it with the confidence that it will be there waiting for you when it's time for you to plan your week.

Then, once a week when you sit down to create your Weekly Plan, you will add to this capture list by brainstorming any additional outcomes, actions, projects, calls or communications that need to happen that week.

*If I'm capturing something I know I need to do the following week, why would I put it on my Weekly Planner instead of entering it on the Capture screen of my Daily Planner?*

*What if I think of something I need to do not next week, but the week after next?*

---

## Step 2: CREATE your MAP (Massive Action Plan)

This is the same process that you used to design your day: You review the items you've already captured in Step 1, and create RPM blocks for your week. Again, to do this, you'll look at your Capture list and ask yourself the following questions.

1. What is one of the most important results/outcomes I must produce this week?
2. Why do I want to do this? What is my purpose?
3. What actions must I take in order to achieve this result?

Then, after you've created your first RPM block, you'll review the remaining items on your capture list and ask yourself the same three questions again:

1. What is another one of the most important results/outcomes I must produce this week?
2. Why do I want to do this? What is my purpose?
3. What actions must I take in order to achieve this result?

You will continue this process until two things have occurred:

- First, your capture list is empty;

- Second, you are certain you have created RPM blocks for all of the most important results you need to produce that week.

To complete this step, you will then go back through all your RPM Blocks and number each block in order of priority (so that you know which RPM blocks are most important for you to achieve that week).

*I have some actions on my capture list that seem to be random - at least, they are unrelated to any specific result. What do I do with them?*

*This process makes sense to me, but I don't understand how any of this planning relates to the life plan I created in the previous section. How can I make sure that I am making progress on all of my Categories of Improvement?*

*How do my weekly plans relate to my daily plans? Once I've completed my plan for my week, how does this translate into my day?*

---

### **Step 3: COMMIT TO BLOCK TIME & Resolve Your "Musts"**

In this step, you'll create your weekly time line by committing to blocks of time during specific days of the week that you will work on each RPM Block (or if you want, you can commit time for all of your Must actions in each RPM Block).

By deciding which days you are going to work on these specific Results/Outcomes and Must actions, and then committing a certain number of hours to work on them each day, you will be able to see the big picture. You'll see how many hours of work you've committed for each day, which days may be overloaded and which days may be a bit light. This will help you balance your week before you actually start to create your daily schedule. It will also ensure that you allow enough time each day to focus on and achieve what's most important, not letting various interruptions throughout your day take over.

---

### **Step 4: SCHEDULE IT: Imagine & Anticipate the Results & Rewards**

Step 4 is perhaps the most important step in the Five Master Steps of Planning.

The reason is that *you could have the best plan in the world, but if you don't schedule a specific time during which you will take action on this plan and lock it in, chances are it won't happen.* At the weekly level, you complete your schedule by looking at your weekly plan (your commit section) and locking in the specific days you are going to work on each of your RPM blocks.

---

### **Step 5: COMPLETE, MEASURE & CELEBRATE YOUR RESULTS!**

At the end of each week, you'll want to look at your Weekly Plan to determine how many of the RPM Blocks you've actually completed. To do this, you'll use the same key to measure every action item as when you plan your day:

1. For any items that you didn't complete that you want to transfer to the next week, take a moment to transfer them to your Weekly Capture for the following week to make sure this gets done.

2. Once you have measured your plan to determine what you completed, what's still in progress, those items you discovered you didn't need to do, and those items that you want to transfer to the following week, take a moment to really learn from your week and celebrate your results. To do this, open your Journal screen and answer the following questions:
  - **What did I achieve this week?** What did I do well? What did I accomplish that I am proud of? How did this week serve to enhance the quality of my life? What were some of my magic moments - memories that you will cherish for weeks, months or years to come?
  - **What did I learn from this week?** If I didn't get as much accomplished as I expected, why not? Were my purposes compelling enough to drive me to follow through? Or, did I simply have more RPM Blocks than were realistic for me to really accomplish this week?

**In the end our lives are nothing but a series of moments.** So, taking the time to really associate to these moments, to look at what was really great as well as some things that may have been challenging for you, is what will ensure that you experience a life of meaning and lasting fulfillment. This is one of the most important processes in the entire RPM system because it's what allows you to learn and grow from your past as well as to really celebrate your wins at the deepest level.

*The Five Master Steps: Planning Your Ideal ...*

## Using Project Plans as Pathways to Power

The speed at which you create your RPM plans increases geometrically once you begin to use this system. The reasons for this are two-fold:

1. You are constantly not only improving your speed at doing your plans, but as the RPM thought process becomes second nature to you, **you will be thinking and creating plans at lightning speed.**
2. Often you will create a plan - an RPM block, a plan for your categories, or a plan for a project - that you will be able to use again and again. This is because the same kinds of Results/Outcomes tend to show up in your life consistently (especially those related to your categories of improvement).

Capitalize on plans that have already been created - your own as well as other people's plans. If someone you know has created a project plan to help him or her lose weight could you use this same plan as a basis with only a few modifications?

If so, it is a Pathway to Power: a pathway that has already produced results that you or anyone else can use to accelerate not only the pace at which you complete your RPM plan, but the speed with which you produce the result.

**HINT:** If you have access to the person who created the original plan, you might also want to ask them what was great about their plan as well as if there is anything they might do differently in the future. By modeling their success, as well as their learning experiences, you can literally compress time.

## Summary

One of the most important principles of RPM Planning is that it is a **top-down** planning system. To be **effective** - and, most important, **fulfilled** - you must start at the level of your vision for your life and your life plan.

From there, you will go to your Categories of Improvement and your Vision for each Category.

From there, you will define your yearly and quarterly Results/Outcomes.

And, from there, you will finally complete your RPM plans for your week and for your day.

The single biggest error people tend to make in their planning is to **focus on what it is they need to do on a particular day before they've first re-associated to the big picture of what their life is about.**

Following the Weekly Planning Process will ensure that you do not make this error!

## Your Hour of Power

The Weekly Planning Process is perhaps the most important piece in the entire system because it is the very thing that will ensure you are using and incorporating all of the elements of your life plan, your projects - everything that's most important to you - in your day-to-day life. The process will take about an hour to an hour and a half to complete (keep in mind that it will likely take a little longer the first few weeks that you do it).

### Step I: Connect to your Driving Force: 5-10 minutes

You begin the process by reviewing the Driving Force section of your RPM Software. Read through your ultimate vision and ultimate purpose for your life, your identity, your code of conduct, your values and virtues, and your passions. Stop for a moment and think about what these things mean to you in your life.

### Step II: Own your Roles, Goals, and Resources: 10-15 minutes

Next, review the My Life section of your RPM Planner. Read through each of your Personal Categories of Improvement and Professional Categories of Improvement. Specifically look at your vision for each of these categories, the roles you play in these areas and the specific Results/Outcomes you have committed to achieve over the next year.

### Step III: Create your RPM Plan for an Outstanding Week: 30-45 minutes

This is where you do most of your planning for the week. There are four main parts to this step:

1. **Learn from the past:** Review last week's RPM plan to determine your top 10 to 12 accomplishments as well as the most important things that needed to get done and didn't.
2. **Review your RPM Project Plans** to determine which RPM Blocks, if any, you need to make progress on or complete this week.
3. Follow the **5 Master Steps** of Planning for your week.

Step 1: **Capture** (As you brainstorm, be sure to transfer over the items that your review indicated need attention this week.)

Step 2: **Create your RPM Master Plan**

Step 3: **Commit**

Step 4: **Schedule**

Step 5: **Celebrate**

4. **Review your RPM Weekly Plan** and decide upon the most important three to five Results/Outcomes that you need to focus on this week. (We recommend that you chose three from your professional life and two from your personal life.)

## **Step IV: Set Yourself Up to Win**

So often in planning people lament that, "I had my plan completely done and then something outside of my control changed and I wasn't able to complete my plan!"

This last step is like an insurance policy to help protect you when the inevitable challenges do arise. First, **schedule your most important** Results/Outcomes (from the step above) in your Daily Plan.

Second, take a moment to **think about the challenges** that might come up. For example, an employee might call in sick, or your brother is coming to town and you know this will create interruptions, or you might be called into an important business meeting. If you realize that something you've already planned might be a challenge, consider adding a second time to work on it, knowing that it's likely you'll need to change the time.

Scheduling the most important things first helps insure that they will not be affected by anything new that comes up. Giving you room to move things around, gives yourself a much better chance of not only completing your most important Results/Outcomes, but also enjoying the process as well.

## **Schedule Specific Time to Complete Your Hour of Power!**

Take a moment right now to put the stakes in the ground and commit to a specific time each week for doing this planning process no matter what. We recommend one of two times: Friday afternoon (so you can enjoy your weekend knowing things are set for the following week) or Sunday afternoon or evening (so you can begin your week by associating to what it is you want to accomplish).

## **Power Strategies**

**Share your Life Plan** as well as your Categories of Improvement, Roles, and Projects with those closest to you.

This is effective both in your personal life (so that your friends and family know what is most important to you and can support you if start to get off track!) as well as in your professional life (so that your co-workers and boss can help ensure that your personal outcomes are consistent with your professional outcomes).

**Find a buddy** with whom you can share the process. You can support each other by:

- Checking in once a week to make sure you each completed your Weekly Planning Process
- Reviewing each other's plans
- Giving each other feedback
- Encouraging each other
- Sharing Pathways to Power.

**Share the entire RPM Block or Project Plan** with your "leveragee" when you leverage an action item to someone.

Remember, you want to teach those around you to think in terms of Results/Outcomes as well. Also, by being clear about the specific Result/Outcome you are committed to achieving, the person you leverage things to might have additional ideas about how to achieve the result more quickly, more effectively, and with the use of fewer resources.

**Deal with phone calls** by using these two effective strategies:

- If calls come in to you on a regular basis that you need to track, be sure to record them in the Communications Log section.
- If you call someone and are unable to reach them, enter this fact in your Communications Log as well.

### **Keep track of juicy words!**

When you find words that create emotion for you, you might want to keep track of them in one place so that you can refer to them when you create your plans (you might enter them in your Journal). Usually you will find patterns in the words that consistently have the power to move you emotionally and create drive so you want to capitalize on them as much as possible.

At the end of each day, take a moment to ask yourself the question "**Who was I today?** How has this day added value to my life and the lives of others?" Remember, who you are is much more important than what you accomplished.

## **Scheduling RPM Plan Updates**

There is no right or wrong schedule for updating your RPM. We offer the following as a guideline.

### **Once Per Week:**

Complete the Weekly Planning Process to create your plans for your week (and then the night before or morning of, create your RPM Plans for your day).

### **Once Per Month:**

- **Review all your Results/Outcomes for each of your categories** and set new Results/Outcomes for the current month.

- **Review your month.** Record everything you accomplished this month, everything you failed to accomplish, and any Magic Moments you want to remember.
- **Record all of your Results/Outcomes for the next month.**

#### Once Per Quarter:

Review all of your Results/Outcomes for each of your Categories of Improvement:

- **Record everything you've accomplished** that quarter in this category.
- **Record all of the results/outcomes that you are either behind on or failed to accomplish this quarter.**
- **Update or create a new set of results/outcomes for each category for the next quarter.**
- **Review all your projects.** Note where you are on track and where you might be off track, and modify accordingly. Decide if there are any new Project Plans that you need to create in order to stay on track in each of your categories.

#### Once Per Year:

- **Review your Driving Force.** Refine your Ultimate Vision, Ultimate Purpose, Identity, Code of Conduct and Values and Rules.
- **Review all of your Categories of Improvement** (personal and professional). Add, delete or modify your categories if necessary for the coming year. Create a new vision for new categories.
- **Review all of your Results/Outcomes** for each of your categories and set new Outcomes/Results for the new year.

# Checklist for the Five Master Steps

You can print this page to serve as a reminder.

## Step 1: Capture

Did you thoroughly exhaust your list of actions, communications, etc. that you need to do? (Remember, this is just a place to dump ideas - to get them out of your head - so you can then create your plan.)

## Step 2: Create your RPM Master Plan

### Result/Outcome

Is your result/outcome specific and measurable?

Could it be made more specific?

Does it require more just one Result/Outcome to achieve your ultimate result? (If it requires more than one, this is a PROJECT and will most likely require more than a week or month to complete. Start a Project Plan now to improve the quality of your life.)

Does it contain words or phrases like "create, establish, determine, begin, resolve, maintain, or make major progress on?"

### Purpose

Does your purpose give you the necessary drive to make you want to follow through? Is it emotionally compelling? Does it use 5¢ words that give you more juice? (Ask yourself: Why do I want this? What will it give me and others? How will it make me feel?)

Did you include the Role this Result/Outcome fulfills?

### Massive Action Plan (MAP)

Are your Actions specific activities that you could follow through on today? Are they clear enough that anyone else could pick up your RPM Block and complete them?

Is your action item ruthlessly specific? Does it specify who, what, where, when, and/or how?

## Step 3: Commit to Block Time

Did you even do this section? Remember, unless you commit your time and schedule it, you will not follow through!

Did you list each of your Results/Outcomes and then the most important Actions under each?

## Step 4: Schedule it

Did you put those items that have to happen at specific times first? These are items that must occur at a specific hour and cannot fluctuate.

Did you schedule blocks of time to work on specific RPM Blocks based on your Commit section?

## Step 5: Complete, Measure & Celebrate

Are you following through and actively making progress on your plans each day?

At the end of each day, did you review your RPM plan and mark items that are done, leveraged, in progress, moved or abandon? You cannot manage what you don't measure!

Did you capture your accomplishments, Magic Moments, and anything you could learn from for the future? Remember to celebrate your wins along the way.

## Common Mistakes

Don't expect to be perfect! Remember, planning your life is an art, not a science. If you are having challenges, however, it may be because you are falling into one of the common pitfalls outlined below.

Pitfall	Solution
Writing very long Action items.	Remember, RPM is a visual chunking system. Part of its power is this visual organization. If your Actions are too long, you won't be able to see your RPM blocks as individual units, and the Actions will look more complex than they actually are. Brevity is power!
Including the items you've leveraged when you dial in duration times.	This is one of the fastest way to cause yourself to feel overwhelmed! If you leverage the action item "File RPM Project Plans" to John Smith, it might take you 10 minutes to explain to him what to do and to follow up to make sure he completes it, but it might take John Smith 30 minutes to actually complete the action item. So you should dial in just 10 minutes, not 40.
Not being specific enough with your Result Commitments/ Outcomes.	Did you use powerful, specific verbs such as "create," "establish," "determine," "begin," "resolve," "maintain," or "make major progress on?" Are you listing a specific, measurable result such as a date by which you are committed to achieving it? Is there a specific way to measure if you've achieved it? Note the difference between "To become more fit and healthy" and "To sculpt my body into a 125 lb, 18% body fat, energetic, vibrant, strong, and beautiful woman by May 30, 2001."
Not using language that moves you emotionally in your Purposes.	Remember, sometimes a 5¢ word has a lot more power to move you emotionally than a seemingly more sophisticated 50¢ word. There is no right or wrong answer to what belongs in your Purpose - as long as you use phrases that drive you to want to complete the result. For example, "To foster a competitive spirit in the jurisdiction in which I work" may not move you as much as saying, "To kick butt, take names, and leave a legacy in this industry!"
Not writing purposes at all!	We call this 'Rmmmm' (for Result/MAP) - the sound your car engine makes when it's trying to start but it doesn't have any gas. The Purpose is what will give you all the excitement and drive you need to follow through. This is particularly important when the going gets tough and the inevitable challenges come up. You must take the time to complete Purposes that compel you if you want to be fulfilled in the process.
Not being specific in your language of Action items.	Test your Actions. If you gave one of your Actions to a total stranger, would he or she understand it? Would he or she be able to complete it without further instruction from you?
Putting too few Actions in your RPM Blocks; creating too many	Do most of your RPM Blocks contain only two or three Actions? If so, you may be over-chunking, which creates too many RPM

RPM Blocks.	Blocks. As a general rule, you should have at least three Actions in an RPM Block; more often, you'll have five Actions per RPM Block. Look at your RPM Blocks. Can any of them be chunked or grouped together into a common outcome/result?
Managing your life by Projects.	Remember that RPM is a top-down planning method. You always want to start at the level of your Life Plan and your Categories of Improvement and then work your way down into your Project Plans, Weekly Plans, and Daily Plans.
Committing every single Action on your Commit screen.	Try committing only your Result/Outcome and the Must Actions. This will allow you to chunk your plans at a little bit higher level so that they feel less overwhelming to you.
Creating too many Projects.	You may be over-chunking - creating Projects where a simple RPM Block will suffice.

## Frequently Asked Questions

- What's the difference between a Category of Improvement and Project? Or between a Project and an RPM Block? Or between an Action and a Result?
  - How many RPM Blocks should I have? How many Actions should I have in a typical RPM Block?
  - What does RPM really stand for? Is it the "Rapid Planning Method" or "Results-Focused, Purpose-Driven, Massive Action Plan?"
  - What's the difference between an Outcome and a Result?
  - When I'm creating my RPM blocks and I'm prioritizing the individual action items, am I prioritizing them based on which is most important to accomplish, or based on the order I'm going to do them in?
  - It seems like RPM takes a lot of time to learn and use. Why should I spend the extra time to do this? And why do you say RPM is the fastest way to results?
  - What is the difference between a Result/Outcome and a Purpose?
  - How do I schedule projects from Weekly to Daily more efficiently?
  - I'm already overwhelmed! The RPM system sounds fabulous, but what an incredible amount of work.
- 

### **What's the difference between a Category of Improvement and Project? Or between a Project and an RPM Block? Or between an Action and a Result?**

#### **Categories of Improvement**

If there is an area of your life (personal or professional) that requires consistent focus and improvement, then it's a Category of Improvement. This is an ongoing focus in your life and likely extends throughout a quarter, year, or longer and has several projects associated to it.

#### **Projects**

If there are multiple results or outcomes required in order to achieve the result you're ultimately after, then it's a project. Most likely, this will require more than a week or even months to accomplish.

#### **RPM Block**

If the result you're after requires more than one action, at a minimum, it's an RPM Block. Most likely, this can be done in a day or a week.

#### **Action Item**

An action item is one, simple, specific, measurable task that you can take today. The true test of a well-formed action is that you should be able to give it to a total stranger and they should be able to complete it without any further clarification from you.

---

### **How many RPM Blocks should I have? How many Actions should I have in a typical RPM Block?**

While there is no absolute, as a general rule most people have:

- Six to eight RPM Blocks in their Daily Plans
  - Eight to twelve RPM Blocks in their Weekly Plans
  - Eight to twelve RPM Blocks in their Project Plans (although this tends to vary more widely depending on the scope of the project)
  - Four to Six Actions in their RPM Blocks (fewer than three Actions is not really enough for a complete RPM block - if this is the case, look for other ways to chunk your actions together into a related Result/Outcome)
- 

## **What does RPM really stand for? Is it the "Rapid Planning Method" or "Results-Focused, Purpose-Driven, Massive Action Plan?"**

The answer is: Both! The name of this life management system is the Rapid Planning Method, or RPM for short. To make it simple for you to remember, however, we've also made the steps of RPM coincide with the initials of the name of the system: the **R**esult you are after, the **P**urpose that will drive you to follow through, and your **M**assive Action Plan (or MAP) to give you the specific steps to achieve your result.

Also keep in mind that RPM is a life management system and **not** a time management system. This is an important distinction because the most important thing for you to focus on in the process is what you want for your life before you even begin to plan how you want to spend your time.

---

## **What's the difference between an Outcome and a Result?**

First, a little background: Originally, the name of the RPM system was **OPA**, which stood for **O**utcome-Focused, **P**urpose-Driven **A**ction Plan. When we first started teaching the OPA system, however, we began to notice three things:

- People were having a little bit of difficulty coming up with Outcomes that were very specific and measurable - they were emotional, but tended to be a little more general in nature.
- People sometimes were confused by the difference between an Outcome and a Purpose. When we began saying that an outcome is really a specific result that you are committed to achieving, people instantly understood the difference.
- People tend to have a stronger level of resolve about going after a result they are committed to vs. an outcome, primarily because the word "result" connotes a more definitive resolution.

For these reasons, we changed the name of the system to RPM.

But after all that, we realized that sometimes Outcome is simply the better word, so we decided to use both.

The best way to keep the two words straight is to ask yourself:

- "What is it that I really want?"
  - "What is my real Outcome?"
  - "What is the specific, measurable Result I am committed to achieving?"
- 

**When I'm creating my RPM blocks and I'm prioritizing the individual action items, am I prioritizing them based on which is most important to accomplish, or based on the order I'm going to do them in?**

The answer to this question is to some extent based on personal preference! The way we teach the system is for you to number your actions based on priority rather than order. The reason for this is that the RPM system is always based on having you focus first on what's most important to you. And, another word for priority is "importance." It's very possible that the item you will probably complete last on your list (because sequentially you may need to do some of the other things first) is actually your highest priority and it's important to remember that when you are working on your plan. Most often, however, the priorities usually end up coinciding with the order in which you need to achieve them.

The bottom line is that if you prefer to work based on the order in which you need to achieve them, you will still get the same result. The most important thing is that you stay focused on your result/outcome first and that you stay associated to your compelling purpose.

---

### **It seems like RPM takes a lot of time to learn and use. Why should I spend the extra time to do this? And why do you say RPM is the fastest way to results?**

RPM is a unique philosophy and learning new ways of thinking always take more time. Usually, however, if someone is really struggling with this issue it's because they are missing just a couple of key distinctions that will allow them to maximize their results and time using this system. There are several things you need to keep in mind.

1. RPM does take a little extra time to master -it's like learning to drive a stick shift car. At first, you have difficulty focusing on all the different elements-the stick shift, the clutch, steering, watching the road, etc.-but once you master it, it becomes second nature to you. You ultimately get to the point where you can not only drive the stick shift car effortlessly, but you can also talk on the phone, listen to the radio, drink your coffee, etc!

And, the truth is that this system may take you a bit longer to use even once you've mastered it because hopefully you are taking the time to complete all the components. Usually the things in life that have the most meaning and the highest rewards are the things that require a little more effort our part.

The reason we call it the Rapid Planning Method, however, is that when you are using the system consistently, it will absolutely accelerate the pace at which you achieve the results you want most. Because you will be absolutely clear about what it is you want and why you want it, you will become more focused, more passionate, more committed, more resourceful, more flexible, and more fulfilled in the process. When you do this, you begin to create an unbelievable momentum in your life. The rewards for living this way are unimaginable.

Since you've made this investment, you obviously see the value in the system. What we recommend is that you use the system for 30-days, as once you do, you will have not only mastered the use of the system, but you will have formed the habits that will ensure you consistently follow through for a lifetime.

2. Invariably, if someone is having difficulty with the system, it's because they are spending most of their time in their Weekly and Daily plans, or worse yet, they are starting there every week. **One of the most important characteristics of the RPM system is that it works top down.** It's critically important that you begin each week by re-associating to your life plan-what your life is ultimately about, who you are and who you are becoming, the categories of your life, the roles you play, etc. Then, your weekly and daily plans will contain the fun, the joy, and the fulfillment you not only desire, but that you deserve.

3. Remember, time is nothing but an emotion or a feeling. The way to have time speed by and feel euphoric is if you are focused on what's most important to you in your life. The joy in life comes from the process of knowing that we are making progress in the areas that matter to us most.

In the beginning, you will likely not have all of your project plans done, or perhaps even all of your categories specifically defined. As a result, what many people invariably do is they begin to do all of this at the level of their weekly or daily plans. Then, their weekly plans become filled with much more than they can possibly accomplish in one week because they are trying to eat the whole whale in just one bite! Take some time each week to work on your categories and projects and whatever you do, be careful to not try to put everything including the kitchen sink in your weekly or daily plans!

4. Finally, and perhaps most importantly, the biggest level of fulfillment in RPM planning comes from two places.
  - o First, it comes from having purposes that really are compelling for you. If you are not writing purposes that move you emotionally (or worse yet, if you are not writing purposes at all!), not only could you lose your drive to follow through and achieve the result at all, but more importantly, you'll ultimately forget why you are doing it at all!
  - o Second, you need to take time, at a minimum once per week, to stop and celebrate all your victories. Life moves so quickly in the 21st century that you must take all the moments you can to acknowledge where you already are and where you are going. Taking just five or ten minutes a week can do amazing things for you when you use that time to remember some magic moments you shared with people to think about what you really did accomplish to think about what you're happy about or grateful for. This is what will ultimately determine whether your life feels joyous and fulfilled or stressful and incomplete.

---

## What is the difference between a Result/Outcome and a Purpose?

A Result/Outcome is a specific, tangible final product, end result, or objective. A Purpose, on the other hand, is the **reason** why you are doing something. Your reason or purpose is what will cause you to take the necessary action to produce the result. Your Purpose is the subjective reasons why this is important to you.

Here are some tips to help you differentiate between them.

### Result/Outcome

- Typically begins with phrases like: make major progress on, create, establish, determine, resolve, etc.
- Usually your result/outcome is not only something you could measure whether or not you achieved, but it is something that a stranger could evaluate based on objective data. (For example, if your result is to lose 10 pounds, weigh 160 with 16% body fat, a stranger could make the evaluation to see if you achieved it. Or, if your result was to make a million dollars in net income in 2001, again, a stranger would be able to evaluate it.)

### Purpose

- Typically begins with phrases like: because, so that I feel energized, in order to learn, to feel or experience more love, etc. And, typically you will use words or phrases with emotion: because

they deserve it, to feel proud, to make a difference, to give back for everything I've received, to kick butt and take names!!

- Usually your purpose are feelings or emotions that only you can determine whether you feel. If your purpose does not invoke strong, positive emotion in you, keep digging to find the words and feelings that will move you most.

Finally, remember that the three questions of RPM are specifically designed to ensure that you are using the system effectively. If you ask and answer the specific questions as designed, you will come up with the appropriate answers:

1. What do I really want? What is my outcome? What is the specific result I'm committed to achieving?
  2. Why do I want to do this? What is my purpose? What will it give me (or others)? How will this make me feel?
  3. What specific actions do I need to take to make this result happen? What is my Massive Action Plan?
- 

### **How do I schedule projects from Weekly to Daily more efficiently?**

When you are creating your weekly plans, remember that to be effective, you will want to go through the entire Weekly Planning Process (again, this will take you 60-90 minutes each week). As part of this process, before you create your weekly plans, one of the steps is to review your projects to determine what, if anything, you need to work on that week. When you complete this review, you will write down on your capture section of your weekly plan what portions of specific projects you want to work on (and again, remember to abbreviate your capture: R3 Prjct Finances). Then, when you complete Step 2 of your weekly plan (Create your RPM Master Plan), you will be including any RPM Blocks related to the projects you want to work on this week. Finally, because these projects are now part of your weekly RPM Blocks, they will automatically show up in your daily plans because you are planning your days based on your weekly plans.

---

### **I'm already overwhelmed! The RPM system sounds fabulous, but what an incredible amount of work.**

Here are some tips for making RPM a part of your life:

- Don't try to eat the whole whale in one bite! Use what you've learned about chunking so that you go about mastering this system in a way that supports you. In fact, you might want to think of your implementation of RPM in three distinct phases:

Phase I: You are consistently using RPM as a system of thinking. You are consistently asking and answering the 3 questions of RPM: (1) What's the specific result I'm after (2) What's my purpose? And (3) What is my Massive Action Plan to follow through? Instead of creating "to-do" lists, you are creating RPM Blocks in order to achieve your results.

Phase II: You are consistently utilizing your Life Plan as a means to plan your weeks and days. You have established your Ultimate Vision and Purpose. You have created Categories of Improvement for your Personal and Professional life. You are creating and utilizing Projects to

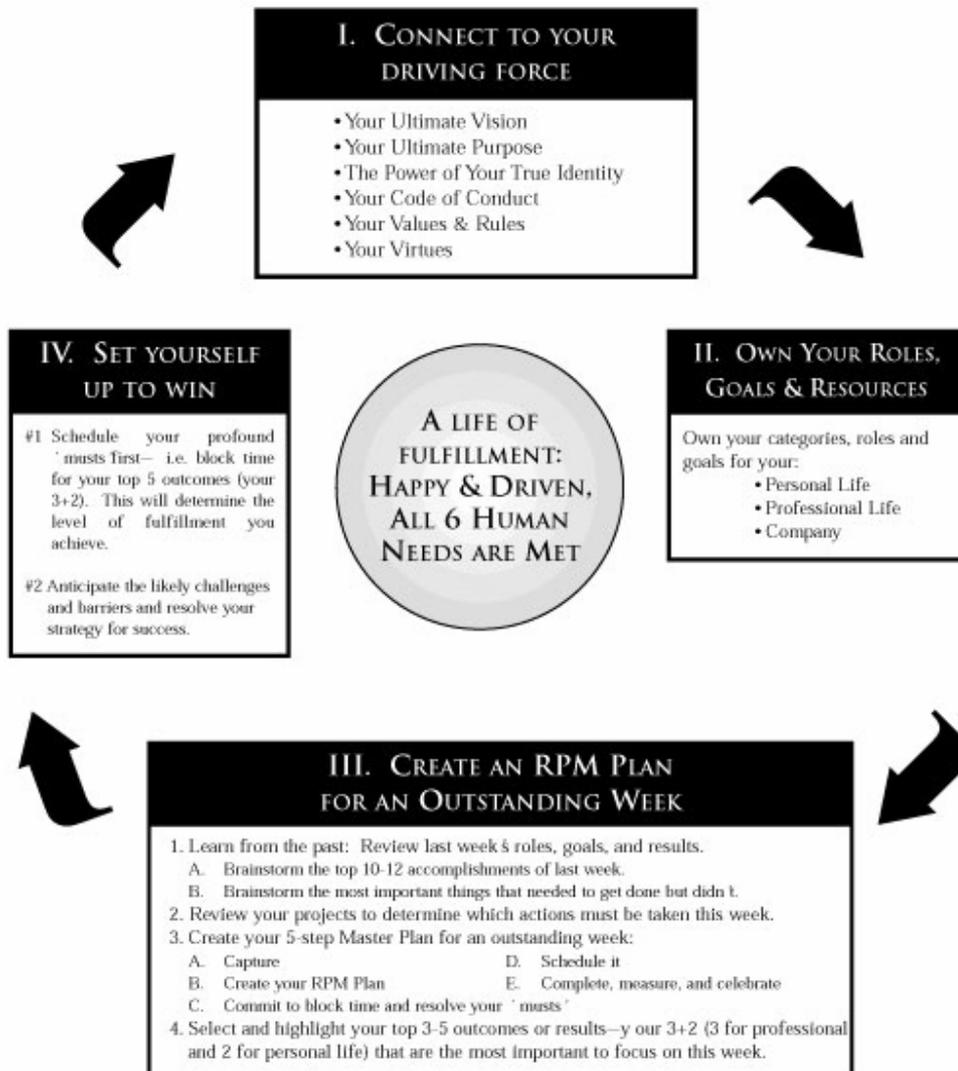
achieve results. You are consistently completing your Weekly Planning Process.

Phase III: You are consistently utilizing the mechanics of the RPM system. You are utilizing the 5 Master Steps of planning in everything you do. You understand and utilize your Weekly, Daily, and Project forms. You are using RPM to plan your communications. You are fully benefiting from living a life that's a result of your own design and experiencing deep fulfillment in the process.

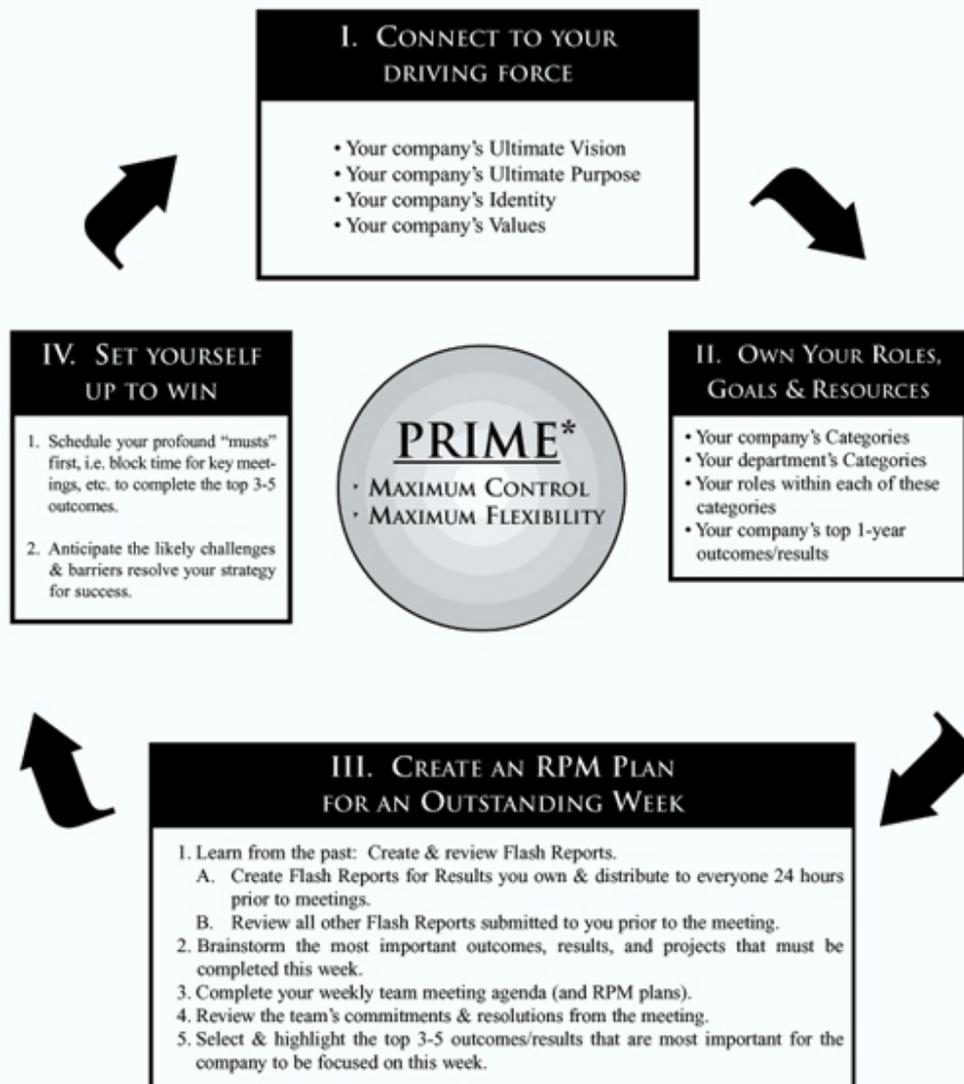
- Find a buddy who wants to learn to use this system with you! You can then keep each other on track, share your plans (Pathways to Power), and give each other feedback about what's working and what to improve. It can also be a lot more fun to create your Life Plan if you are doing it with someone else as your ideas and excitement will feed off each other.
- Put yourself back in the gym. You wouldn't go to the gym one time and come out and exclaim "I'm fit for life!" Anything that's worthwhile in life requires our consistent focus if we are going to make progress in achieving the things we want. Consistently used, the RPM system, will ensure that you achieve the results you want most quickly, effectively, and easily. To make sure that you are continually growing, contributing, and experiencing everything it is you want in life, however, many people require an ongoing coach to keep themselves on track. Check out additional Anthony Robbins products, seminars, and/or Results Coaching (whereby you have a personal coach working with you on whatever it is you want to achieve in your life) to continue your path of life mastery.
- Treat yourself kindly; catch yourself doing little things right. Set up a game plan for rewards. What will you do to reward yourself when you reach each of the three phases of implementation of RPM?!?! How can you reinforce everything it is you are doing right? What fun acknowledgement will you give yourself every time you catch yourself thinking in terms of results vs. what it is you need to do?

# THE WEEKLY PLANNING PROCESS

## YOUR HOUR OF POWER



# THE WEEKLY PLANNING PROCESS FOR AN ENTERPRISE



\* For more information on the concept of Prime, please see Chapter 6, *Managing Corporate Life Cycles* by Ichak Adizes, Ph.D.

## APPENDIX: DECISION STRATEGY

### Decision Maker

You should spend 5% of your time on the problem and 95% of your time on the solution. Solutions must lead to Action, so decisions are a critical part. The first step is to clarify by answering these questions:

**Get Resourceful** - Before you begin answering the questions below, put yourself into a resourceful state.

**Describe the current situation** and/or challenge, and do so without emotion - just give the facts. What's the current situation? What do you also desire? What is the challenge?

- What are the consequences of the current situation/challenge and what do they mean to your life?
- What's your vision? What are the musts in that vision?
- What are your resources?
- Are there any absolute constraints? (Be sure not to list more constraints than there really are.)
- What's the opportunity in this challenge?
- What decisions have you already made and what decisions do you need to make?

**Now it's time to make some decisions and in order to do that you need to get clear on what your Outcomes and options are.**

- 1. Outcomes:** Write down the specific results you're after, and what has to happen for you to know you've achieved each Outcome (Evidence Procedure) Also write down why you want each Outcome (Purpose), and then prioritize your Outcomes.
- 2. Options:** One option is no choice. Two options is a dilemma. Three options is a choice. Write down all of your options, including those that might initially sound far-fetched. You can then prioritize your options.
- 3. Consequences:** Brainstorm and write down the upsides and downsides of each option. Ask yourself what you could gain from each option and what it could cost you. Then write down a summary of what each option will mean for your life if you pursue it.
- 4. Evaluation:** Evaluate each of your options' upsides and downsides. Specifically, you will identify which Outcomes are affected by each upside/downside, the importance of each upside/downside happening in order for you to get those Outcomes, the probability that each upside/downside will occur, and the emotional benefit or consequence to you if each upside/downside occurs. When you have finished, review your options and eliminate those that are unacceptable based on your desired Outcomes.
- 5. Mitigate:** Review the downsides of each option and brainstorm Alternatives, Options and Strategies (AOS) that can eliminate or measurably reduce these downsides. Then write down the upsides and downsides of each AOS.

**6. Resolve:** Review your refined list of options now, and select the one that you have the most certainty will get the largest number, if not all of your Outcomes, with the most probability of success, and has the most upsides and the least downsides. Then develop a plan and specific time line for its implementation and take massive Action to implement it.

- O's Affected = Outcomes Affected
- Imp = Importance (-10 - 10)
- % = Probability (0 - 10)
- EB/C Emotional Benefit/Consequence (-10 - 10)