

# The Main Building Blocks of the Fractal Planning System

## Organizational Structures

(the main 4)

1. A fractal master plan
2. A fractal maybe later plan
3. A calendar (such as Google Calendar)
4. Stock plans or checklists

## Productivity Procedures

1. Core Planning Skills
  - a. Breaking stuff down
  - b. Making a coherent, compelling construction story
2. Proactive Work Engagement Habits
  - a. The Basic Productivity Formula**
  - b. Your Daily Work/Rest Rhythm (to be covered in a later module)
  - c. Scrum For One (to be covered in a later module)
3. Reactive Flow Management (RFM) Habits
  - a. The general procedure for developing flow restoration procedures
    - i. Identify the triggering event (an emotion or external distraction)

- ii. Design a procedure that will remove the distraction quickly and effectively
  - iii. Create an implementation intention (see module 1) to train yourself to use this procedure whenever the trigger happens.
- b. Specific flow restoration procedures (to be covered in future modules)
- i. The Clear Mind Procedure
  - ii. The Clear Vision Procedure
  - iii. The Clear Plan Procedure
  - iv. The Unexpected Complication Procedure
  - v. The Impatience Procedure
  - vi. The Exhaustion Procedure
  - vii. The Anxiety Procedure
  - viii. The Boredom Procedure

## The Basic Productivity Formula

1. Spend one minute at the beginning of the day choosing things to work on.
2. Do stuff
3. Mark it off
4. If you get stuck, get unstuck, and get back to work.