

Fractal Planning Partial Definitions

(These definitions are "partial" in that I am not attempting to provide sets of necessary and jointly sufficient conditions, but simply to provide a working understanding of the concepts.)

FRACTAL PLANNING SYSTEM: a *fractal planning system* is a **productivity system** that combines **fractal organizing structures** with **reactive flow management** techniques. (A particular system will make use of additional structures and procedures, but this is what distinguishes a fractal planning system from other productivity systems)

PRODUCTIVITY SYSTEM: A *productivity system* is a collection of **organizing structures** and **productivity procedures**

ORGANIZING STRUCTURE: An *organizing structure* is a place to put, arrange, and find stuff you need to complete your projects.

PRODUCTIVITY PROCEDURE: A *productivity procedure* is a set of actions you take (or outsource or automate) to make progress on your projects. A productivity procedure is a general purpose set of actions that can be used on any project, as opposed to a specific series of steps that are unique to a particular project. *Example: the clear mind procedure.*

FRACTAL ORGANIZING STRUCTURE: A *fractal organizing structure* is an outlining tool with the following features:

- Focus Features (zoom/pan/show/hide)
- Fast breakdown of tasks to arbitrary depth
- Rearranging Features (task and children serve as a single unit)
- Task Processing Features (various)

REACTIVE FLOW MANAGEMENT: *Reactive flow management* is a method for maintaining a state of **flow** as we work. It assumes we will work with flow when we have a compelling outcome, and that some things (**flow killers**) will distract us out of this state from time to time. Reactive flow management uses **flow restoration procedures** to counter each kind of flow killer as they show up.

FLOW: *Flow* is a mental state that involves fully-immersed, energized focus on a project while working on it.

FLOW KILLER: A *flow killer* is something that distracts a person out of their state of flow.

FLOW RESTORATION PROCEDURE: A *flow restoration procedure* is designed to counter-act a particular kind of **flow killer**. A flow restoration procedure should not take long to implement, so that **flow** is not substantially interrupted, and should eventually become internalized as a habit. *Example: when your flow is interrupted by compulsive looping on unrelated thoughts, the clear mind procedure is an effective flow restoration procedure.*

NOTE: future modules will provide many specific flow restoration procedures.