



TIME
of your **LIFE**™

*3 Steps to Take
Control of your life*



Workbook for: **Rapid Planning Method (RPM)**

There is one tool above all others that influences the quality of life: the capacity to take a vision of what you want and make it real. The key to this game of life is living it on your terms, in an extraordinary way. What is that for you? How would you know if your life was truly magnificent, extraordinary, unique, special, and what you've ultimately wanted?

When somebody has attained an extraordinary life, they have found a way to maximize their resources; their time, their physical energy, their health, the people they know, and the concepts they've learned. They've learned to not only maximize what's available to them, but they've also learned to maximize their level of enjoyment.

When it comes to your life, it really comes down to your emotions, how you feel. If you've got \$10 billion but constantly live in stress, anger, frustration, worry or guilt, then your life is stress, anger, frustration, worry or guilt. Where focus goes, energy flows.

Focus equals power. If anyone is successful at anything, and not just once in a while but on a consistent basis, they are not lucky, they are focused. They are crystal clear about what they want. The clearer you are about what it is you want, the easier it is to achieve it, because your brain can figure out how to get there. The fuel behind getting there is having a compelling purpose and a reason that will move you. Your fuel is what will drive you while you navigate your life's map, and your massive action plan on how to get from where you are to where you want to be.

Before you can answer the question, "What am I going to do?" you've got to first ask the question, "What do I want?" That shift in focus will change completely how you respond in your life. It will change you from focusing on everyone else's demands for your attention, or what you're afraid of, or what might give you pleasure in the moment, to what's most important to you.

RPM planning is a way to maximize the results of your life and maximize your sense of fulfillment and joy. What's most important to you as an outcome (a result) and why it is important to you (your purpose) will give you the juice to move forward toward realizing your dreams. If you've got a strong enough reason and a strong enough purpose, you will figure out how to pull it off.

RPM is a *system of thinking*, not a time management system. The goal in life is not to manage time, but creating a life that is absolutely fulfilling, a life that is always growing and contributing. This system may, in the beginning, seem like more work. However, after you train enough, the doing will come faster than before and you'll get ten times the results. After completing the exercises in this workbook, you can take any vision and turn it into reality by recognizing and using the resources inside of you.

Review: RPM – The Rapid Planning Method

Today, there are so many things you can focus on. There are so many demands for your attention that if you don't decide in advance what you're going to focus on, you're most likely going to be controlled by the focus of someone or something else, and there will be fewer chances for you to achieve what it is *you really want* in life.

The first step toward taking back your focus and achieving the realization of your vision is to **ask yourself three questions in a specific sequence** on a consistent basis, the **RPM** system. Although RPM stands for the *Rapid Planning Method*, you can also think of it as a **Results-oriented/Purpose-driven/Massive Action Plan**.

The sequence is critical, because if you don't know what you want, why you want it, and *then* create a plan for how to get to it, in that order, your actions will not be sustainable through life's challenges, and you'll have little possibility of experiencing what it is you truly desire.

For the exercises below, have an extra pad or sheets of paper if necessary.

1) **What do I really want?** What's the outcome I'm after? What's the *specific measurable result*? The more precise, the stronger it is. (For example: There's a difference between "I want to lose weight" and "I want to lose 15 pounds.")

2) **What's my purpose?** What are my reasons? Why is this not just a "should," but a *must* for me? The *emotional quality* of purpose makes what you will do not only sustainable, but *powerful*.

a.) What kind of trigger words really motivate you to reach your goal? What words make you crazy with excitement? What words really make you want to do something? For example, let's say you want to lose weight not only because you want to feel better and have more energy, but you also want to *look* better. Trigger words attached to looking good and fit can be *sexy, desirable, knockout, or head-turning*. These are the kinds of words that can give you a high level of energy and enthusiasm. Trigger words change your biochemistry and level of energy and are the "juice" behind the action.

3) What do I need to do? **What's my massive action plan?** Not just one or two things. Brainstorm a bunch of ideas. What are all the possibilities, so I can later decide which one has the most power?

Starting Your RPM Plan

Step 1 – Capturing

Keeping everything in your head is a source of stress. You've got to have a simple system where you always put down the things you want or need to accomplish. Keep in mind that human beings are able to focus on a limited number of things or tasks at once. Usually anywhere from five to nine items can be handled at a time.

When people don't reach their goals, it's often not because of ability. It's because of the way they're focusing on the number of items, or rather, the way they are "chunking" things. **Chunking** is how to turn a lot into a little. It's taking all that is coming at you and putting it into ideal-sized groups your mind can handle. Chunking fits the things you are committed to into a few categories, and lets you know the order you're going to accomplish them because you've already decided in advance what's most important.

Begin the practice of *chunking* by using the space below to capture the things that are a **must** for you to accomplish, whether it's the things you really want or situations that demand your attention. Write down all the things you have to do this week. Consider this a dumping ground for your thoughts.

Capture Journal

Step 2 – Start the chunking process:

Now that you've captured the things that are a *must* for you to accomplish within a week, begin looking for commonalities. What items relate to finances, or relationships, or career, etc.? For example, you might have a problem with a romantic partner, might have neglected to get in touch with a friend you've been thinking about, or might have an upcoming family function to get ready for, among a litany of other things "to do." These items could fall under the general area of "Relationships."

Chunk those items on your capture list that correspond to the most common areas of life mastery: health, meaning & emotions, relationships, time, work/career/mission, finances, and spirituality. Feel free to create or label your own areas in the lettered spaces. Use additional sheets of paper if necessary.

A) _____

1. _____
2. _____
3. _____
4. _____
5. _____

B) _____

1. _____
2. _____
3. _____
4. _____
5. _____

C) _____

1. _____
2. _____
3. _____
4. _____
5. _____

D) _____

1. _____
2. _____
3. _____
4. _____
5. _____

E) _____

1. _____
2. _____
3. _____
4. _____
5. _____

Creating RPM blocks

Remember our soccer mom from the DVD? She had a number of things she needed to get done in one day, particularly in relation to her children, and it totally stressed her out. But when she instead focused on her *real* goals in relation to her kids, the activities turned from stressful chores into opportunities to connect with them at the deepest level, have an effect on their value system, and have fun with them. And what was the *purpose behind all of her action items*? Because she **loved laughing** and being with them, and that they **deserved** more than a stressed-out chauffeur.

Now let's take the example of a man who wants to lose weight. Can't you just hear the groans about how hard it's going to be, the things he'd need *to do*? Give up the foods that taste good and bring him comfort but pack on pounds, exercise, shop wisely for groceries, count calories everyday, find the right fitness program, buy workout clothes ...

All perfectly reasonable ways to approach weight loss. But if he doesn't know what his **specific measurable result** is, and have enough *emotion* behind the **purpose** of why he wants to lose weight, he may experience some initial success, or he may even reach his goal, but is that weight going to stay off?

Let's say his goal is to lose 30 pounds in the next 90 days. His reasons? Because he's tired of being short of breath when exerting himself, he's tired of going to the beach and feeling insecure about taking his shirt off, and he wants to once again feel like that head-turner he was before he packed on the pounds.

He knows the specific goal he's after, he knows why he's after it, now it's a matter of creating a MAP to get to that goal. Here's what his RPM block might look like:

RPM Block – Health (lose weight)

Massive Action Plan	Result	Purpose
1) Start researching effective diet strategies – today!		To have more energy
2) Make an appointment with a doctor to consult on safe choices of diet	Lose 30 pounds in the next 90 days	To feel better about myself
3) Pick the best diet for myself and start following it		To turn heads like I did before
4) Shop at Whole Foods for healthier options		
5) Shop for a pair of walking, running, or exercise sneakers		
6) Hire a trainer for 3x a week workouts		

A new habit of eating will require an adjustment period, and getting into an exercise regime may be tough after some time of inactivity. Remember: the same momentum that propelled him toward where he is now will take time to swing in the other direction, but he has compelling reasons to make the necessary shifts in his behavior: to feel better physically and emotionally, and to regain a lost sense of confidence.

The *focus* on the activities shifts from non-enjoyable things he has to do to opportunities to recapture his sense of confidence, attraction and feeling good. He has changed the ***emotional quality*** behind the activities by focusing on **what he's really after** and knowing his **reasons**.

Step 3 – Create your own RPM blocks

Now refer back to the areas of concern you chunked on pages 5 and 6, the things that are *a must* for you to accomplish within a week. Pick an area that is of most concern to you and create an RPM Block for that area:

- 1) Write the **results** you’re after in that life area into the target circle.
- 2) Below the target circle, write down your **purpose**, your compelling reasons *why* you want to accomplish the result in the target circle. Be sure to highlight any *trigger words* that can change the emotional quality of the tasks to be performed.
- 3) Lastly, develop a sequence of priority **actions**.

RPM Block – ()

Massive Action Plan	Result	Purpose
----------------------------	---------------	----------------

- | | | |
|----|--|--|
| 1) | | |
| 2) | | |
| 3) | | |
| 4) | | |
| 5) | | |
| 6) | | |
| 7) | | |

Create another two RPM blocks, prioritizing other areas of mastery.

RPM Block – ()

Massive Action Plan	Result	Purpose
1)		
2)		
3)		
4)		
5)		
6)		
7)		

RPM Block – ()

Massive Action Plan	Result	Purpose
1)		
2)		
3)		
4)		
5)		
6)		
7)		

Step 4 – Creating fun, empowering roles

Creating an *identity term* to describe yourself gives you a fresh sense of not only who you are, but also the role you play in moving toward your results in new, thrilling ways. For example, our “soccer mom,” besides taking her children from here to there, had a host of other duties, another RPM block – let’s call it “Household” – to accomplish in a day (cooking dinner, cleaning, laundry, etc.). Her own identity term for constantly creating an environment that makes her feel good and nurtures her children was “**Queen of the Kingdom.**” When she thinks of herself that way, she doesn’t mind doing the things she wants and/or needs to do around the house. But she minds it when she feels like she’s the *maid*. One word changes how you feel about the activity, and it changes how the time feels when you’re doing it. It’s an identity change, and it changes how you feel and how you focus on your **role**.

Make your role juicy, *exciting*, something that really makes you feel good about what you’re doing or want to do. If you work with computers in the IT department, you can consider yourself a *Tech Detective*. A financial advisor can be a *Fortune Teller*. A Human Resources manager can be *The Village Chief*. Or a teacher can even be an *Artist* who plays their part in shaping and molding the minds of the young.

The point is to create a **role** for yourself, something that can unleash a child-like enthusiasm that will excite you enough to do what you want to do, and carry you through life’s challenges, a role that helps you stay on target to reach your *real* goals.

Question:

Using trigger words that give power behind the *purpose* of your goals, play word association and create a **role**, an identity, or multiple identities, for yourself.

Review

The **RPM** Method is a *results-focused, purpose-driven, massive action plan*. Focusing by way of **RPM** means answering these questions:

- 1) **What do I really want?** Have a *result* you're totally focused on, because whatever you focus on, you will continuously get to.
- 2) **What's my purpose?** Know your *purpose* that will move you emotionally. Whichever emotions we use are going to determine what we do. If apathy is your emotion, then you're going to ignore things. Whatever emotion is inspiring you is going to determine where you go.
- 3) **What do I need to do?** The arrow that gets you to your target is your actions, your MAP, your *Massive Action Plan*. When you write all your actions, you may decide some are more important than others. You may decide some aren't necessary. But at least you have a place to look at them when it's related to something that really matters to you.

If you can answer these three questions for yourself, you can achieve anything you want, but the sequence is critical. In fact, even if you can only do the first two, you'll achieve more than 90% of the people around you. You'll have opened doors within yourself, and once you step through them, you'll find a *MAP* that takes you in the direction you're going. You'll know it when it happens, because you've already laid the groundwork by honestly examining your desires and your motives.

It's never a discipline problem: it's more about having impotent goals, goals that have no power to move you in any shape or form. Very often in life, our value system, what we consider important, is not based on what we really value. It's based on a habit of decisions made, how we continue to direct our focus. Focus on where you want to go, not on what you fear or don't want.

What could be more important than living the life you want to live, experiencing the things that bring a smile to your face just thinking about them? This is the essence of **RPM**. When you know what you want and why you want it, the doing becomes easier and easier. And you're not doing anything under stress and duress. You're doing it with joy, because it's what *you want to do*, and you know where you're headed.

It's maximizing your results and your fulfillment simultaneously because you're not just achieving something, you're fulfilled emotionally. You're achieving the vision you created, and you have the emotions you want most attached to it. An extraordinary life is not something selected for the lucky few. It's our birthright as human beings. It's yours for the asking. *It's yours for the taking.*