

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 to get meaningful and joyful results, you need to decide what you want for your life before you even begin to plan how you want to spend your time.

How is RPM a “Rapid Planning Method?” It seems like there’s a lot to learn and that it takes longer to master.

RPM may feel a bit awkward at first, especially as you break your pattern of thinking from “to-dos” to focusing on the Results you’re after. Remember, as a society, most of us have been conditioned to manage our lives by jotting down a list of “to-dos!”

And, yes, it does take a bit longer to master RPM as a way of thinking and planning, but isn’t your life worth it? Isn’t it worth investing an hour a week and about a half hour every morning to create a life of meaning and fulfillment, where you achieve what matters instead of day after day of overwhelm, feeling like you’re spinning your wheels?

The time will pass no matter what. The question is how you *feel* about the way you’re spending your time and the Results you’re getting? This is the big payoff you’ll get from investing the time to learn the RPM system.

The even better news: RPM gets faster and easier the more you do it. Soon, RPM will become second nature and the time you’ll save by doing only what matters and has the highest return will far outweigh the time you invest in learning the system.

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.

We recommend that you use the system for 30-days so that you form the habits that will ensure you consistently follow through on the RPM system of thinking for a lifetime.

**“Rarely does your dream interrupt you;
rarely does casual effort provide extraordinary results.”**

-Tony Robbins

What are the best times to check in with my RPM Planners?

RPM Vision Planner (annual planner): Because RPM is a “top-down” system, you’ll want to check reconnect with your plan for your life before you plan any of your time. You’ll create your life plan first inside your RPM Vision Planner. While many people find that they add new details over time as they gain clarity (for example, new Categories of Improvement, new elements of their Magnificent 7 or new RPM Projects), we recommend that you only do a full reassessment of your life plan once a year. At that time, you can also decide what new RPM Projects and Results you want to go for based on where you are now and then create those plans. Of course, once your plan for your life is complete, you DO want to review and re-associate to your RPM Vision Planner on a consistent basis as it will inform your other RPM plans.

RPM Life Planner (quarterly planner): This planner is designed to be used on a monthly, weekly and daily basis to create and implement your RPM plans for your time. We’ve kept this planner undated so that you can start any time that supports you.

Ideally, you’ll start to calendar items that are already locked in on your monthly planner and then go to your RPM Weekly Plans (using the Weekly Planning Process laid out for you inside the planner) to create your plans for your week. People often get best results when they set aside some time (60-90 min) on a Friday or Sunday afternoon so that they can set themselves up for success in the coming week.

Then, you’ll use your RPM Daily Plans each weekday morning (we’ve given you enough plans for five days a week as most people only create a full RPM plan for the weekdays. This way you can use their weekends to work on your RPM weekly plans). As you create your RPM Daily Plans, you’ll refer to your RPM Weekly Plan to make sure any important items are carried over to your days.

RPM Success Journal (as often as you want!): Your RPM Success Journal is included with the RPM Full Box Set to give you maximum flexibility as you capture key moments, ideas, learnings and celebrations in your life. Carry it with you so you can jot down things that come up during your day that you want to remember. If you want, use the section at the back of this planner to develop some mindset habits that will set you up for unstoppable momentum!

How is “Capture” in RPM different from a “to-do” list?

Unlike “to-do” lists, which is where most people stop and stay in overwhelm, Capture is just the first step of the RPM process. It allows you to get all your ideas, wants and needs out of your head and onto paper.

The key to RPM, however, is that you don’t stop there. Once you have all your thoughts out of your head and on paper, then you “chunk” or “group together” all the items of your list that relate to a similar Result. Chunking, which is the second part of the Capture process, is the key to transforming stress and overwhelm into meaning and drive.

Here's how it works:



STEP 1 – CAPTURE & CHUNK

Empty your brain and write down any ideas, wants, needs, actions or communications for your next meeting, appointment, project, week or day. Get them out of your head and onto paper.

When you're done, look at your Capture list. Which items relate to a single Result that you want? In this example, the items marked relate to improving health and energy.

| Ideas, Wants, Needs | Communications |
|------------------------------------|-------------------|
| •••▶ Go running | Call Susan |
| • Dinner with Vanessa | Email Justin |
| • Write intro for financial report | Call my son Peter |
| •••▶ Lift weights | |
| • Deliver speech to YPO group | |
| • Pick location for spring event | |
| •••▶ Chiropractor visit | |
| • Meet with my stockbroker | |



STEP 2 – CREATE YOUR RPM™ PLAN

Group together (or “chunk”) similar action items into: (1) a clear and specific **Result** (2) a compelling **Purpose** to make you want to follow through and (3) a flexible **Massive Action Plan** that gives you a menu of options to achieve your Result.

For each action item, determine who you could **Leverage** to, estimate the **Duration** and rank **Priority** (asterisk any actions that are "musts"). Then, add up the **Total Time** and **Total Must Time** (the time for your actions with asterisks) to complete your RPM Plan. Remember, often you don't have to check off every action on your list to get your Result!

| L | D | P | MASSIVE ACTION PLAN <i>How can I best achieve it now?</i> | RESULT <i>What do I want?</i> | PURPOSE <i>Why do I want it?</i> |
|----|-----|----|--|---|-------------------------------------|
| | 20m | 1* | Do my stretching / yoga work | | -Pure Energy |
| | 45m | 3* | Lift weights | Make significant progress in expanding my physical strength and endurance | -Power! |
| | 30m | 4 | Go running | | -More influence & impact |
| TK | 5m | 5 | Schedule acupuncture | | -Have fun |
| | 30m | 6 | Chiropractor visit | | I AM AN ADONIS! |
| | 10m | 2* | Drink 2 bottles of BioEnergy Greens™ | | |
| | | | Total Time: 2h 20m | Total Must Time: 1h 15m | |

I'm still confused about the difference between “Result” and “Purpose.”

The Result is WHAT you want. Your Purpose is WHY you want it, the reasons it's important to you and how it will make you feel when you achieve the Result. Your Purpose is what gives you the emotional drive to want to follow through, even when the going gets tough.

An easy way to tell the difference between “Result” and “Purpose” is that your Result will usually start with verbs like:

- Create
- Make major progress on
- Determine
- Resolve

Your Purpose will use emotional words that you connect with and start with words or phrases that imply a reason for something:

- Because
- In order to
- So that I can

Another way to think of this is that a Result is typically something that someone besides you could easily understand and act on, while a Purpose is something internal that you feel and experience on your own. Of course if you're doing RPM with a team, the whole team can share and add to the Purpose (each person will have reasons why it's important that are unique to them!), and even then, the Purpose is something emotional and visceral. A Result can be seen externally and ideally, measured.

How many RPM Blocks should I have in my RPM Plans?

It's really up to you! We've found that most people fall into this range:

- RPM Weekly Plans: 6-10 RPM Blocks
- RPM Daily Plans: 4-6 RPM Blocks
- RPM Project Plans: 8-12 RPM Blocks (although this tends to vary more depending on the scope of the project)
- Most people have about 4-6 actions in their "Massive Action Plan" (MAP) inside their RPM Blocks.

How many Categories of Improvement should I have?

Most people have 5-8 Categories of Improvement for their Personal Life as well as 5-8 Categories of Improvement for their Professional Life. In the RPM Vision Planner, we've left room for up to 12 Categories of Improvement for each, just in case. For example, if you have your own business, you may need more Categories to represent all the areas you want to focus on and improve in your business and work life.

The key is that for area of your life to qualify as a Category of Improvement, it must be a part of your life that you are committed to consistently focus on and improve. Some Categories of Improvement that tend to show up consistently in people's Personal Life are: health, relationships, finances, mind and emotions, spirituality and contribution. We've included examples in both your RPM Vision Planner as well as the RPM Quick Start Guide to get you started on defining the Categories of Improvement that make the most sense for you.

Help! I have to keep having to rewrite my same RPM Blocks every day!

There are several tips to help you reduce your re-writing. Before we cover them, however, remember that not all the re-writing that you are doing is without use. In fact, when people first begin using this system, we *recommend* that you re-write your plans when necessary (i.e. when you transfer them to a different day or week, when you are planning from a week to a day, etc.).

This rewriting is what will ensure that you are training yourself to *think* in terms of the RPM philosophy. Also, when you are transferring an RPM Block from one week to the next or one day to the next because you didn't complete it, the consequence of re-writing can be a good lesson as you want to motivate yourself to complete your RPM Blocks and not transfer them multiple days or weeks ahead!

Here are some tips to eliminate some of the re-writing that you may be doing:

- 1. Transferring your plan from your week to a specific day:** On the day you complete your RPM Weekly Planning Process (which again should be Friday or Sunday afternoon), all you need to do is abbreviate the name of the RPM Block you want to work on in the capture section of the specific day you've committed to do this. For example, you would write on your daily capture, "Rslt 3: Wkly Physical Health." "Rslt 3" tells you it's your 3rd RPM Block according to your priorities for that week, "Wkly" tells you that it's from this week's weekly plan, and "Physical Hhealth" gives you a couple of key words that the RPM Block is about.

Then, when you complete your plan for that day (which you won't do until the night before or morning of), you will write out only the components of that RPM Block that you are going to work on that day in the Create the Plan section of your daily planner.
- 2. Another way to reduce your time is while you are planning your weeks and you want to include RPM Blocks from specific PRM Projects you are working on.** Again, when you are working on your weekly capture, abbreviate. Simply write down, "Rslt 4 Prjct Marketing Plan." "Rslt 4" tells you it's your 4th RPM Block according to your priorities for the project, "Prjct" tells you it's from your RPM Project plan and "marketing plan" is the name of the project. Then, when you get to Step 2 in creating your RPM Weekly Plan, you will only write the elements of the RPM Block that you are going to work on that week from your RPM Project. Again, the RPM Block you write as part of your weekly plan while it will likely be very close to the RPM Block that appears in your project, may in fact have some important differences based on what you plan to accomplish that week.
- 3. Another important place to abbreviate is your daily schedule.** When you commit a specific hour to working on an RPM Block, all you need to write is something like, "R3 Physical. The "R3" lets you know that it's your 3rd RPM Block in priority for that day, "Physical" lets you know the key word for that RPM Block. Remember, in your daily plan, your RPM Blocks are on the right side of the page – right next to your schedule so there is no reason to write more than a couple of key words.
- 4. If you are transferring an RPM Block (or part of it) from one week to another week, or one day to another,** again, all you will want to do in the moment is write an abbreviation for the RPM Block on your Capture list. For example, you might write, "R6 from Feb 12th." The "R6" tells you it's the 6th RPM Block in priority on your Feb 12th daily plan. Or, for a week, you might write, " R6 Wkly Feb 10th where again, the "R6" tells you it's the 6th RPM Block in priority, "Wkly" tells you it's from your weekly plan, and "Feb 10th" tells you the date of your weekly plan). Then, you can forget about this RPM Block until you sit down to plan the day or week to which you've transferred it. At that point, it's likely that you will modify your RPM Block anyway (as usually if you don't get something done, it either becomes less important or more urgent, both of which might change the result / outcome you are pursuing).



REMINDER

If you are transferring more than a couple of RPM Blocks from one day to the next or one week to the next, it may be because you are overly optimistic in your planning in the first place. After about 30 days of using this system, you will develop a great feel for how much you can accomplish in a day or week and will learn to limit (or expand) your plans accordingly.

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?

We recommend that you number your actions in your Massive Action Plan (MAP) 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.

If you prefer to prioritize your actions based on the order in which you need to achieve them, however, you will still get the same Result. The most important thing is that you stay focused on your Result first and that you stay associated to your compelling purpose. RPM is meant to be a flexible system so feel free to adapt it to what supports you best!

What are some other keys to getting the most out of the RPM system?

1. **Make sure you write Purposes that 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!
2. **Take time, at a minimum once per week, to stop and celebrate all your victories.** Life moves quickly so 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.
3. **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 your Professional Life** (so that your co-workers and boss can help ensure that your personal outcomes are consistent with your professional outcomes).
4. **Find a buddy to share the process with you.** Your buddy can support you (and you them) by checking in once a week to make sure you completed your RPM Weekly Planning Process, reviewing your plans and giving you feedback, encouraging you, etc. You'll also be able to share Pathways to Power to speed up your planning process even further.
5. **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. It's not about using the RPM system perfectly at every level; it's about acknowledging what's already great and building on that progress each and every day.



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- Master RPM with Tony Robbins' Time of Your Life 10-day audio training system (digital delivery through the Breakthrough by Tony Robbins app on iTunes and Google Play).
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