

While there is no right or wrong answer, here is a guideline for you to follow in terms of reviewing, revising or creating new RPM Plans.



ONCE PER YEAR (RPM VISION PLANNER)

- **Review your Driving Force.** Make any refinements to your Ultimate Vision, Ultimate Purpose, Identity, Code of Conduct, Values & Rules, and your Passions in life.
- **Review all of your Categories of Improvement** (both for your Personal Life and your Professional Life). Decide if there are any Categories of Improvement that you want to add, delete or modify for the next year. If so, be sure to create your new vision (your Magnificent 7 for Unstoppable Momentum) for your new categories.
- **Review all of your Categories of Improvement and set new Results for the new year** within each of them.



ONCE PER QUARTER (RPM VISION PLANNER)

- **Review all of your Results for each of your Categories of Improvement.**
 - A. Write down everything you've accomplished that quarter in this category.
 - B. Also write down the Results that you are either behind on or failed to accomplish this quarter.
 - C. Update or create a new set of Results for each category for the next quarter. (NOTE:
- **Complete a similar review of all your RPM Project Plans.** Note where you are on track, where you might be off track and make any modifications accordingly. Also, decide if there are any new PRM Project Plans that you need to create in order to stay on track in each of your categories.



ONCE PER MONTH (USE ALL 3 RPM PLANNERS)

- **RPM Vision Planner:** Review all of your Results for each of your Categories of Improvement and set new Results for the current month.
- **RPM Success Journal:** Complete a review of your month. Write down everything you accomplished this month, everything you failed to accomplish, and any magic moments that you want to remember.
- **RPM Life Planner:** On your Monthly Calendar, write down all of your most important Results for the next month. Start to capture ideas, actions or outcomes in the Capture Pages on your first RPM Weekly Plan for the month.



ONCE PER WEEK (RPM LIFE PLANNER)

- **Schedule time to complete the RPM 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).
- **Review your Monthly Calendar and any past RPM Plans** to make sure that you're carrying the most important Results and actions forward as you create new RPM plans.
- **Make sure that you're measuring and celebrating your progress along the way!** There's no right or wrong way to use your planners... as long as you use the RPM mindset to achieve meaningful results and set yourself up to experience the joy you deserve along the way!