

# Finish Your Pet Project! Workbook



Carve out time and put order into life so you can  
get on with your favourite project  
without letting other things slide.

Heidi Ross

An Inspector Ross Publication



# Finish Your Pet Project! Workbook

This Program uses a concept I've called  
***The Everies™***.

*Everies*, pronounced 'ev-rees', is a coined (borrowed/made-up) plural of 'every', which I've turned into a noun (naming word). It means those tasks you believe – or you've read or been told – you're supposed to do every day, every week, every month, every year, and so on. For example, 'vacuum every week' or 'prune regularly' would be Everies. Housework, errands, routine work & social obligations are all composed of Everies.

The subject is covered in The Everies Book.

However, this *workbook* focuses on a concept called  
***Finish Your Pet Project!™***

The Program helps you do that while keeping up with essential Everies.

## Finish Your Pet Project!™ Workbook

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That should leave no grey areas.

Speaking of grey, I recommend printing the FYPP materials **in colour** as I've colour-coded the material, keeping economy of toner in mind. However, I've also varied line type as a further cue, so grey-scale or black & white will still work.

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*Just so we're both talking about the same things...*

## Definitions

Fast definitions *as they apply to this course*:

**Plan** ~ loosely, anything you mean to do, with a general idea of how to do it.

**Program** ~ combined education, practice & directed action towards some transformation.

**Transformation** ~ a new manifestation of [whatever] brought about by change or growth.

**Course** ~ used interchangeably with program, where the context is more about learning.

**Project** ~ some creation or attainment to be worked on, with a defined result and timeframe.

**Milestone** ~ a substantial progress marker, such as a completed stage or phase.

**Target** ~ specialised to-do; an individual actionable towards a specific result or milestone.

*There is a Glossary in The Everies Book where you can find words as used in the Everies or Inspector Ross environment.*

*Please use a good dictionary for any other terms that aren't clear to you.*

Don't let yourself get/stay confused – I'm happy to help you understand the course! If you can't find meanings of words you look up, write them here to email me about &/or to look up as soon as you can find a better dictionary.

## More about Transformation

I'll add a bit more about this word here because it's an important coaching concept you'll be monitoring for yourself during this self-directed Program.

Most coaching programs aim to effect<sup>3</sup> a transformation as defined above, usually in the person being coached (such as when helping a client to manage money better or to become fit), but the transformation effort can be directed at 'stuff', too. Let's say you were coached in colour-coordinating your décor; during the coaching period, your home would transform into a colour-coordinated space, while you may or may not transform into someone who could repeat the process in another space without further coaching. From that, you can see that a transformation could be personal, internal, physical, external, attitudinal, material, or any combination thereof!

This program sets out to effect at least a dual transformation: the project you've so far not been able to finish should transform into a finished project, while you – through the process of finishing that project using the Program tools, may expect to experience one or more personal transformations, the main one being, 'now capable of finishing my chosen projects'!

A perfect end result would therefore be a triple transformation: in you, the project, and the object of your project. Using the décor example as a project you'd selected, you'd get the personal FYPP transformation, a transformed project in & of itself (from nothing or stagnation into completion), and transformed (beautified) décor as a result. Does that triple-transformation idea make sense? You'll additionally enhance other areas through Everies work, paced gently alongside your project steps.

Even if (as we'll discuss later) your original idea of 'finishing' your Pet Project changes along the way, *you*, your skills and your current results will all get a major upgrade! You can move onward & upward every year! You're on a very worthy transformation mission.

---

<sup>3</sup> This word is often mixed up with **affect**. To **effect** something means to make it come about; to **affect** something means to have some influence on it, whether significant or not, and whether beneficial, harmful or irrelevant. E.g., rain affects the garden, as does drought. Neither **cause** a garden into existence. They just play a part in its condition. A gardener, on the other hand, could effect a garden (by using or managing elements which affect it, right?) Hope that helps.

## Lesson Checklist & Overview

Program started on: \_\_\_\_\_

o \_\_\_\_\_ Assemble Program Components.

### Part I. Welcome to the Program!

A \_\_\_\_\_ Read the Prologue , Preface  & Bonus Article .

B \_\_\_\_\_ Take a *Before* Snapshot.

C \_\_\_\_\_ Read the Introduction.

D \_\_\_\_\_ Summarise and Report.

Part I completed on: \_\_\_\_\_

### Part II. Prepare for action.

1 \_\_\_\_\_ Predict Transformation.

2 \_\_\_\_\_ Personalise the FYPP Planner.

3 \_\_\_\_\_ Reduce transformation gaps.

4 \_\_\_\_\_ Explore lesson structure.

Part II completed on: \_\_\_\_\_

### Part III. Gain skills.

5 \_\_\_\_\_ Work out your Everies.

6 \_\_\_\_\_ Learn decluttering.

7 \_\_\_\_\_ Take a hoarding check.

8 \_\_\_\_\_ Assess & manage risk.

Part III completed on: \_\_\_\_\_

### Part IV. Plan & carry out project steps.

9 \_\_\_\_\_ Select 1-4 personal projects to complete this year.

10 \_\_\_\_\_ **Project Stage 0: Plan and commit to project.**

Stage 0 completed on: \_\_\_\_\_

11 \_\_\_\_\_ **Project Stage 1: Estimate the year's activities and schedule project milestones.**

a \_\_\_\_\_ Estimate other commitments.

b \_\_\_\_\_ Use the FYPP Planner in full.

c \_\_\_\_\_ Establish Project Stage 1.

Stage 1 completed on: \_\_\_\_\_

12 \_\_\_\_\_ **Project Stage 2: Review & declutter for improved performance.**

a \_\_\_\_\_ Check in on progress effectively.

b \_\_\_\_\_ Declutter for improved focus.

c \_\_\_\_\_ Move projects through Stage 2.

d \_\_\_\_\_ Take During Snapshot and attend to lags.

Stage 2 completed on: \_\_\_\_\_

13 \_\_\_\_\_ **Project Stage 3: Manage & predict change.**

a \_\_\_\_\_ Rearrange routines & paperwork for improved outcomes.

b \_\_\_\_\_ Sign off Stage 3 project steps.

c \_\_\_\_\_ Rebalance faltering commitments and new developments.

d \_\_\_\_\_ Review progress more stringently.

Stage 3 completed on: \_\_\_\_\_

14 \_\_\_\_\_ **Project Stage 4: Recognise progress and redouble efforts.**

a \_\_\_\_\_ Bear down on Stage 4 of project(s).

b \_\_\_\_\_ Declutter recurring sources of distraction.

c \_\_\_\_\_ Prepare for payoffs.

Stage 4 completed on: \_\_\_\_\_

### Part V. Finish your Pet Project!

15 \_\_\_\_\_ **Discover what finishing really means.**

a \_\_\_\_\_ Complete project steps.

b \_\_\_\_\_ Add finishing touches to project.

Project-proper completed on: \_\_\_\_\_

c \_\_\_\_\_ Put your toys away.

d \_\_\_\_\_ Take 'After' Snapshot.

Wrap-up completed on: \_\_\_\_\_

e \_\_\_\_\_ Display, deliver or share your finished project.

Project shared on: \_\_\_\_\_

f \_\_\_\_\_ Give & receive feedback, and celebrate!

Program *really* finished on: \_\_\_\_\_

*Repeat (with newfound skills)!*

## Lesson Zero Assemble Program components.

Read *Program Components*.

Prepare Program materials.

Locate and tab the Glossary in the Textbook.

I love receiving a new bundle of downloads for a course or program I've bought online. I'm less fond of getting confused about which comes first and how they work together. I hope to save you that trouble by having you compile everything in a logical sequence right from the start. That way, all parts should smoothly line up with steps. Let me know if you still get lost!

Read *Program components*

### Program components

The *Finish Your Pet Project!*<sup>™</sup> ("FYPP") Program includes the following components:

- Bonus article: *Decluttering: Your All-weather Friend*.
- Workbook: *Finish Your Pet Project! Workbook* (this book).
- Assessment tool: *FYPP Shared Assessment Tool*
- Planner: *The FYPP Planner*.
- Alternate Scheduler: *The FYPP Scheduler*
- Textbook: *The Everies<sup>™</sup> Book*.
- Spare and Bonus Worksheets: *Finish Your Pet Project! Printouts Sheaf*.
- Feedback tool: *FYPP Feedback Form*.
- Testimonial form: *FYPP Testimonial*
- Reward Voucher for the bonus *Everies Reminder Bookmarks*.
  - Email details of your 2<sup>nd</sup> Stage completion and I'll send you the *Bookmarks!*

If any of these were missing from the download area, or did not download correctly, [email me](#) with subject line *Components*. (Use the [contact form](#) if an email link should ever fail.)

Suggested components for you to supply:

- Push-pencil
- 4-colour pen
- Highlighter &/or sticky tabs
- Zip-up ring file to keep everything together. (Your *FYPP Folio*.)
  - Optional: Index tabs to help you quickly locate pages. (Use your folio for a bit before deciding which indices to buy – or just use your sticky tabs.)
- Clipboard for use on inspection or walk-around exercises.
- Decluttering and organising equipment will be needed from time to time. This can usually be put together from things you have around the home (boxes, bags, files, labels etc.). Otherwise, you can pick items up from an office supply store, supermarket or thrift store.
- Last but definitely not least – a manual timer!



The wind-up kind is best for this Program. The more hands-on and visible you can make the components, the more likely you are to physically carry out all your project steps.

Locate and tab the Glossary in the Textbook.

In case you didn't do this upon reading the Definitions page, turn to the back of The Everies Book and find the Glossary, marked with a blue border.

Add a sticky tab or a bookmark to it so you can readily look up words while you're studying the course.

Supplement the Glossary with a good dictionary!

Look up anything now that gave you pause so far.

Prepare Program materials.

I'm assuming that if you're reading this page, you've already downloaded the components.

If not, do that now, saving them to a separate 'FYPP' folder you can readily find each day.

Send a shortcut to your desktop for added accessibility.

I recommend you prepare your Program materials as below:

1. Keep **all the PDF components** in their own easy-access e-folder so you won't forget you're doing the Program (!) and will be able to print specific pages when called for.

2. **Print the Workbook** and place it in a ring file, preferably a zip-up one with inside pockets. You will use this file daily to work in and track your project(s) and Everies. Paper form is best for our purposes. As a solid reminder, it kind of stands in for me as your coach ☺

a) Slide a 4-colour pen and a push-pencil into the pocket.

b) Did you locate and tab the Glossary?

3. **Print the Planner** and insert it behind the Workbook in the ring file.

a) Separate *your* quarters (each 3 months from today) with index tabs if you like.

Alternatively, staple or bind the Planner for ease of transfer between your Project area and Planning Space (if different).

• **No-print Make-do:** If you are unable to access a printer, you can get by with a notebook or journal for lesson work and a large, week-to-a-page diary for Planner work.

It will mean extra writing through transferring titles, questions, etc. from the PDFs, but this can actually be a helpful way to learn and remember. As long as you have the patience for doing that, it won't detract from course benefits.

4. Keep the **Textbook** handy, whether printed (and bound at an office supply store) or in PDF form.

a) Save it to your e-reader if you want to mull over ideas when you're out and about, but don't overdo your Program deskwork by trying to follow The Everies Book as well – unless that happens to be your project!

b) If printed, slip it into one of the inside pockets of your FYPP folio for ready reference.

5. Clear a **dedicated Planning Space** where you can keep these materials at the ready to work on daily. Suggested locations:
  - a. In a quiet space where you can write and think with few interruptions.
  - b. Near your computer workstation, in case you need to access links given in the PDFs, log into the course area (when that's available), or print something new.
  - c. Near your expected project may be even better, depending on what it is.
6. Place **all the components** in your Planning Space, ensuring you have a comfortable chair and anything else you need to reduce distractions – temperature controls, pleasing sights or sounds, or whatever will help you concentrate on working through the Program.

No need to spend a long time at steps 5 & 6. Do just enough to settle in. When you get to the Learning Decluttering lesson, you can do another round on this space if needed.

### **How to coordinate these**

1. Use the Timer from the outset – compartmenting (setting boundaries around) the course lessons, project work, Everies, and any other activities where time matters. Don't worry: you won't always have to do this if you play your cards right ;-). Do use it now, though: set it for start and finish times, as well as for breaks. This practise helps you improve activity coordination and time management.
2. House everything in your zip-up ring file (or similar if using the make-do components discussed earlier).
3. Follow the Lesson Checklist & Overview in the *Finish Your Pet Project! Workbook*. This includes reading the Bonus Article: *Decluttering: Your All-weather Friend*.
4. Submit the *FYPP Shared Assessment Tool* when directed.
5. Begin *The FYPP Planner* when directed (or use the alternate *FYPP Scheduler* as described in the text).
6. Read or browse *The Everies™ Book* when directed, and at your own leisure.
7. Using your push-pencil, highlighter &/or 4-colour pen, write or draw directly in the Workbook, Planner & Textbook – or on copies from the *Printouts Sheaf*.
8. Tab pages you need/want to return to often, especially the One-Page Coach.
9. Send your Reward Voucher in after completing at least Stage 2 of your Pet Project, to get your complimentary set of *Everies Reminder Bookmarks*.
10. Send a *FYPP Feedback Form* at the key points suggested, and especially when you've finished the Program.
  - You can also submit feedback any other time you like.

### Colour/line coding legend

As mentioned on the verso (reverse side) of the title page, I've employed colour- and line-coding to certain types of Workbook text. These are:

Lesson steps

Assemble Program Components.

Planner reminders

Did you keep up with the Planner pages today?

Project reminders

Did you work directly on your project this week?

Tips

Post the *One-Page Coach* in your project space.

Space for personal notes, practice-run reports or optional exercises:

### Notes

**Yellow highlighter** is used in various ways for core pages & activities.

**Purple** page borders mark Snapshots.

**Orange** page borders are for specialised worksheets or posters.

I've also employed creative license with punctuation, Capitalisations and ampersands (&) in to improve visibility or functionality of certain text elements.

Hope the above devices will help you find things quickly when flicking through or scrolling.



**PART I: Welcome**

Welcome  
to the  
Program!

## Lesson A Read the Prologue, Preface and Bonus article

Read the Prologue (what you might have known before purchasing, repeated here if not).

### Prologue

In *The Everies Book*, I've laid out a way you can bring the Everies (as defined on the title page) under control so you can get on with your real plans and holistically create a more orderly life that involves the betterment of everyone around you.

However, this program emphasises a special application of the Everies ideally suited to those in supporting, helper or creative roles. It's also suited to any busy (or once *too-busy*) person who feels overwhelmed by the number of incomplete projects lying around, or by the call of a long-standing, abandoned project that just won't lie down!

A key appeal of supporting or super-busy roles – to those of us so inclined – is the very fact that they demand intense daily focus on the betterment or pleasing of others. We actually like to deliver that kind of service. Yet it presents a problem: Such multi-layered Everies and interpersonal struggles are so engaging that they easily bury our personal, long-term or original plans.

If unearthed occasionally, there's still no time for them. Worse, there's a nagging fear (or certainty!) that if we did earnestly try to fit those in, we'd lose ourselves and let things slide. We don't want to let things slide. People count on us. Don't they? Changing our modus operandi might upset them. Or maybe that's just our idea, preferring the devil we know.

After a while, it feels risky, selfish or fairy-tale to consider dusting off the real plans. Besides, they'd only get re-trampled in the stampede, right?

I hope you noticed the resentment creeping in! Have you ever felt that way?

This coaching program turns that theory on its head: What if neglecting our own plans actually limits our usefulness to others? We know we're not happy about that neglect, but could it actually be generating or multiplying our excess struggles and Everies? What would really happen if you could complete your personal projects in a healthy way?

I hope you're ready to find out, because that's the transformational purpose of this program: to help you become able to complete your personal projects in a healthy way.

Read the Preface (what you need to know before reading on).

## Preface

You might have noticed in the Contents that the order of headings is a bit unusual. That's because the Program is designed to favour action over theory, so I've paced the lesson content to try to save you from sitting still too long 😊

Near the beginning, there are also a few steps that work best if you haven't had to think about them first. Please attempt any exercises or action steps in the order given, without trying to be perfect. It's your follow-through on project work that is the best sign you are getting value out of the Program. By the way, I might use 'course' and 'Program' interchangeably, simply depending on which feels more appropriate for the context.

Having had clients say, "I know what I need to do; I just need someone to make me do it," I'll try not to philosophise too much. If I do, it's just my opinion. I'm only an expert in The Everies, nothing else. Developing the system has saved me from myself more than once. So, *I am* going to call you to action! That's what this Workbook is all about.

I'm going to help you prioritise and activate one or more carefully selected projects while you still manage – even enhance – the other life areas in your charge.

The Lesson Checklist & Overview page is your step-by-step guide through the Program. It lists all the lessons, and those lessons are all included in this Workbook. The Workbook will tell you when to start using the Planner and when to refer to the Textbook. Additional copies of worksheets, along with bonus tools, can be found in your download bundle.

If you do get confused or lost, the first thing to do would be to re-read the relevant instructions and make sure you understand those. There's a comprehensive glossary at the back of The Everies Book, as well as a detailed Contents list in the front, to help you find more information on topics. If you get stuck, please [contact me](#) .

Although you'll physically be doing more at first, the combination of decluttering with evident personal progress will soon lighten the 'real feel' load. You'll experience a gentle shift towards increasing momentum. Once you are in the rhythm of it, you'll feel great, you won't let important things slide, and you'll fall back in love with having plenty to do.

In short, the everyday worry and commotion that's been keeping you on edge will fall into line and let you Finish Your Pet Project!

## ***Possible Projects, First Thoughts (Sneak Lesson)***

I didn't want to warn you of this lesson because it works best if you don't overthink it.

The first task required of you in any Inspector Ross activity is that you...inspect! So, look around and write or sketch your first impressions about **projects you'd like to do** in the year ahead. Let's really look at (not 'think about') what's lying around your home and simmering/skirting around your mind so far. Skip doubts or shyness or rationalising. Skip ideas of reality altogether if necessary! Allow the first thoughts that pop up to be seen on the page. Don't hold back. Leave a line or 2 of space between each one. We'll return to this inspection for refinement later. Pop this form on a clipboard and do this exercise now.



Read Bonus article  and the article itself: *Decluttering: Your All-weather Friend*.

## Bonus article

One of the downloads in your FYPP bundle is an article about wider applications of decluttering and organising, called *Decluttering: Your All-weather Friend*. It gives key definitions and explains the rationale contributing to development of this course. It also contains information vital to your success with balancing Everies, projects and life. You'll learn to *direct* decluttering in ways that seem magical!

It prompts exercises that may be helpful for you to incorporate into upcoming lessons. For example, you could add tasks from it into either your Everies lists or project work. For that reason, I've hole-punched my own copy and inserted it into my Workbook, but you can keep it separate if you want.

If you'd like a copy of this to share with others, you – or they – may prefer the booklet version. That's downloadable from [www.inspectorross.com.au/special\\_free\\_download](http://www.inspectorross.com.au/special_free_download).

Read on screen or print it out with 'booklet' settings on A4 (regular-sized) paper. Then you can fold it into a half-sized (A5) booklet to pass around and discuss over a cuppa.

## Article notes

## Lesson B Take a Before Snapshot.

Read *Snapshots*.

Take a Before Snapshot.

Practice benchmarks.

**Aims:** Learn how to view your starting point objectively, and compile its elements into a set of benchmarks for progress.

Read *Snapshots*.

### Snapshots

Following the inspection theme, it is a good idea to take snapshots occasionally. Record the *before* state of various elements as your first Program step. Use some numerical measure or general terms that reflect your own opinion rather than someone else's judgement. Even sketches will do. If recording in the form of opinions, try to form them based on observation, not feelings. When going through a journey, our feelings sometimes do not match how we are actually doing. There's an internal transformation process that needs to be separated out from the physical transformation we're effecting, because that internal process can sometimes make liars out of us! It sometimes shows up as an incongruous attitude. Chirpy as we might feel one day, slow progress is still slow progress. The reverse incongruity can happen too. Did you ever see someone downplaying his or her sizeable accomplishments for no good reason? Therefore, whatever terms you choose, make them measurable and meaningful enough that you can use the same standard for comparison with *during* and *after* snapshots, no matter how you're feeling. This creates a set of consistent benchmarks against which you can measure your progress and results objectively. (Feelings do matter. There's even a line for them on the Snapshot. However, they're just one of many elements to monitor. They won't be ignored but they won't be allowed to clutter up the picture, either.)

Key Snapshot elements are listed on the next page, but copy the form at the end of the lesson so you have more room to write. You can easily locate the *Before*, *During* and *After* Snapshot pages by their purple trims, or find them in the Contents. Include the condition of elements such as those provided, along with any extras that you want to monitor over the next year.

### **Snapshot elements**

- **The project(s) you have in mind for this Program.**

*For now, just record the general state of projects that bobbed up during First Thoughts.*

- Health & fitness
- Figure/physique (not necessarily 'weight')
- Grooming & presentation
- Typical mood
- Relationships (of various types)
- Work satisfaction
- Finances
- Lifestyle/standard of living
- Your 'something bigger' – any spiritual/religious/overarching drivers.
- Pictures of you & yours today: (If digital, file carefully and write the file path here.)
- Pictures of your home & yard today:
- Throw in pictures of things you're working on, or your car or pets, if you like.
- Jot down any other progress markers you thought of while reading through here:

## Take a Before Snapshot.

Take a Before snapshot using the worksheet on the next page. Use more paper as needed and keep candid records. By that, I don't mean risky ones you'd be terrified of seeing turn up on social media; I mean, if the dishes aren't done when you walk around observing, don't do them first to make your photos, descriptions or sketches look better. Even if today is an unusual day, 'snap' it as it is. You don't have to show the Snapshot records to anyone<sup>4</sup>, so be honest with your personal observations.

Caution: While I've said 'you don't have to show' them, anything could happen these days with records ending up online or otherwise being misused. Yet, unless you take an honest appraisal at key stages of a transformational journey, it's all too easy to forget your starting place. Somehow, we have to record the condition of things whether good, bad or ho-hum. I could have limited the Snapshot points to direct project elements. Yet this journey, as we are well aware, is not just about the projects. It's very much about staying alert to the effect your project work has on other areas of your life, and vice-versa. Nothing less than thorough Snapshots will serve. (On a more practical note, if you wear glasses ordinarily, you should definitely wear them while inspecting!)

If anything would shame or severely embarrass you if exposed, there are a few more secure ways you can manage this step, depending on the ways you like to record things.

- a) Encrypt your photos if you know how to (which I don't, sorry – ask an expert).
- b) Take a photo, examine and describe it on paper, then delete the photo (again, I don't know how to forever-and-completely-delete, so an element of risk remains).
- c) Sketch it symbolically rather than in realistic detail.
- d) Describe it in polite terms of the kind *you* won't forget the real meaning of.
- e) Stick to 'just the facts, Ma'am', using bullet points and statistics.

Even patiently framing a photo without snapping it is a great way to imprint a more detailed picture on your mind, at which point you can just write down the key impressions.

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<sup>4</sup> I've provided a graphic method for you to represent them to me. These provide *you* with a visual reminder of areas to work on, and *me* with a picture of your scenario for service assessment & in case you need assistance during the course.

Some elements might alert you to the fact you haven't been looking at them and now don't really know how to judge them. For example, if you just pay the minimum amount on credit cards and leave the statements in a pile, you might have no idea at all of how far in debt you are or how much interest you've been paying.

There is no way around this but to ask someone to help you get the information you need for the Snapshot. Such situations could require that you consult with bank managers, health practitioners, building inspectors, etc. These can all provide missing information that will help you view things objectively.

Bonus: If you let such advisors know what you're aiming for with 'their' element as part of this Program, they are more likely to give you a useful appraisal and even help forward your aims from time to time throughout the journey.

Finally, if you need help simply *seeing* the place clearly – after all, you live there so it looks normal to you, imagine you are walking someone special around your home or project area. Carry a pet, a doll or a stuffed toy, if it helps, and give it a show'n'tell. That can be a real eye-opener. And not just for the doll!

Note: 'Consistent' doesn't mean 'the same for every element'; it means the same type *for the same element* each time. Finance elements *probably* compare best in dollar or graph terms, but might have different importance for you. Supposing you have money to burn, yet someone else has control over it. In that case, you'd use a different observation, like a ratio out of 10 (say, 3:7) to represent your degree of control compared to the other person's. That's just a random example. Garden or pet pictures usually paint the thousand words you won't have to compose. However, if you happen to be a botanist or veterinarian, you might judge condition and progress in more scientific terms.

Practise recording observations. Look at some ordinary object or space and record its condition in various ways. Re-do the exercise with a less visible item, such as 'fitness'. Practice until you feel comfortable finding consistent methods for different benchmarks.

## Practice Benchmarks

Now take your 'Before' Snapshot.



## 'Before' Snapshot

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Condition of Pet Project(s):

Health & fitness \_\_\_\_\_

Figure/physique \_\_\_\_\_

Grooming & presentation \_\_\_\_\_

Typical mood \_\_\_\_\_

Relationships \_\_\_\_\_

Work satisfaction \_\_\_\_\_

Finances \_\_\_\_\_

Lifestyle/standard of living \_\_\_\_\_

Your 'something bigger' \_\_\_\_\_

Pictures of you & yours:

Pictures of your living quarters:

Pictures of pets, important possessions/creations, or any other progress markers:

Note: You can always start a fresh Snapshot for new elements that arise or come to your attention throughout the year. The next page provides a form for this purpose. Recording random elements you notice is a way of decluttering your attention but you don't have to jump to their command if they're not vital and not impacting on your current plans. Just keep an eye on them while staying concentrated on your year's original purposes.

If the new or unexpected elements become too many, consider whether you are spending enough time on your project or attending to sufficient Everies to keep distractions at bay. Scan through Parts I-III of the Workbook to fill in any skipped or skimped steps that may be compromising your focus.

## Random Snapshot

Before

During

After

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Explanatory notes:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Pictures:



## Lesson C Read the Introduction.

Read the Introduction in this Workbook.

Let someone else know you're doing this Program.

Let the Assessment, First Thoughts and Snapshots percolate while you read how decluttering will fit with your project management. You have studied a bit about the background to this course, and will study more as the lessons go on. Knowing the background will aid understanding so you can make better decisions about balancing your routine Everies with your new project Everies. This lesson seeks to introduce you to how this Program springboards from my work thus far as Inspector Ross so you can take key knowledge from my manual – The Everies Book™ – and use it for yourself.

Read the Introduction in this Workbook.

### Introduction

When I began Professional Organising 10 years ago, I soon learnt that the actions of decluttering and rearranging were tremendously helpful for sole trader home offices. The office was central to the project of starting a business. It had to run well and fit into its owner's floor plan *and* lifestyle. Household mess and drama had to be kept out of the office space – literally out of sight and out of mind. Further, there was no question that the time necessary for working on and in the business had to be preserved.

Sometimes this meant we worked on other projects that were interrupting business hours, so they could be wrestled back into their appropriate time-slots. Other times it was the office hours that had to be reformed – business was swamping any chance of a personal life!

From this experience I learnt to declutter time and problems as much as stuff, and branched out to help clients with other types of projects, all the while developing the idea of compartmenting different types of chores and activities so they would get done and not function at cross-purposes.

This is a fantastic way to bring diverse or random clutter pockets under control. Gradually, life really settles down and offers up huge amounts of free time.

The approach does assume a certain defensive element, though. It takes you from frantic whack-a-mole toward smooth organisation, thus improving life balance, and I highly

recommend you read the whole Everies book later to learn and practice this. However, I know you want to grab time for your projects right *now*!

Therefore, what you will be doing in this course meets the problem more head-on. We'll scoop out free time from the outset. You'll isolate the most desirable, beneficial, enjoyable project – or set of projects – from the get-go, and then use simple project management to tip the balance back in your favour more rapidly. You'll schedule it into your Planner and follow your own instructions to get the thing finished!

## Timeframe and timelines

This FYPP Program is designed to carry you through a whole year so you can break 1 large project into 4 parts to accomplish in quarterly (3-month) stages, or assign each quarter a share of 2-4 smaller projects. That's your overall *timeframe*.

I plan to supplement lessons with videos and other supporting material as the year rolls on, but these are not essential to your progress through the Workbook or Planner. You'll be notified of any updates and how to receive them at no additional charge during the year.

Within that 1-year timeframe, each part, project, sub-project or mini-project will have short or long, separate or interconnected, *timelines* – their through-lines of action toward their respective end results. We *could* call this their schedule but I don't want to get it confused with your 'weekly schedule' etc., which would be your project appointment times. The timeline refers to the expected sequence of growth or progress for each project. Your schedule can vary but your timeline shouldn't! Sticking to that will get you there.

The timeframe encompasses those individual timelines – you'll need to coordinate them into the year assigned. The projects you choose may work together to make up a larger project, or may have entirely separate purposes. Whether connected or separate, they may be suitable to run simultaneously or need consecutive timelines. Further, you might have to rearrange or juggle timelines after you start. For example, I thought I could write this Workbook first, then the Planner, then the supplementary material. As it turns out, I have to switch repeatedly between all components to ensure they're matching up. (Please let me know if you find anomalies!)

### **Variations**

If your combined projects are shorter or you have plenty of time to spend on them, don't feel obliged to drag out the Program timeframe to 1 year, nor the Planner timelines, which are suggested, by calendar divisions of weeks, months and quarters for check-ins and monitoring. You're allowed to go faster! Longer-term projects are also allowed but aim for a meaningful sub-project completion by year-end: treat each quarter as *a portion of project progress* rather than calendar time, assigning milestones to each. Diarise deadlines for project stages and phases – a stage taking up to 3 months, made up of lesser phases with their own completion targets. In other words, certain calendar-year advices won't apply to all sizes of projects, but I'm sure you'll be able to figure that out 😊

A minor drawback of varying the 1 quarter = 1 stage timeline is that not all the online supporting material (such as videos or specialised lessons) may be ready when you are. That's okay. Supplementary material adds interest and motivation but if you're tearing ahead, those qualities obviously don't need boosting! The Program was written without the supplements, so you can follow the Workbook without waiting.

Consider how all these possibilities apply to your Pet Project when you come to the 4-stage planning process, and be prepared to shift gears later if necessary.

### **A note for intuitive planners**

Lately, I've discovered that I'm not the only one who sometimes has trouble with this detailed plotting-out and careful step-by-step approach to dreams and goals. I know, it's odd that I say this at the beginning of just such a Program! It *is* the best way I've managed to get 'hard-yakka' things done, and the difficulty I've had with seeing plans through this way – and the pleasure gained from being able to – is why I wanted to help *you* learn it, too.

However, certain kinds of projects (and I'm not yet able to categorise them) stubbornly resist this approach, seeming to work best when I operate more serendipitously.

I used to think it was something wrong with me, or with my aims. If things went my way when I wasn't planning, I tended to think, "Gee, that was lucky." These days, I accept that there is more (or less) to this goals-attainment business on some counts. I'm not talking here about the long list of motivational books published over recent decades (many of which

adorn my bookshelves); I'm referring to a new wave of thought rising over the last few years that I've mainly seen online.

'Women's intuition' and the quiet achievement of introverts (poorly named, in my opinion) is becoming more acknowledged. I'm excited to discover this topic blossoming, but I'm not widely read in it yet so I can only suggest you research that for yourself. We can 'feel our way' better than we can think things through at times, but it's not really about *emotional* feeling, it's just ... some certainty of direction that wasn't part of the plan. Yet it works!

Anyway, this is how I align intuition and luck with reasoning: For people who experience instinctive and productive, unplanned follow-through (not pure digressions), yet who've been educated in tactical-style hard planning methods, pairing these approaches can work well together on personal activities. When you have others working for you and with you, it's important to lay things out explicitly so everyone understands without having to read your mind. That's why I keep writing stuff for my business, for example 😊

I also feel it's important to give myself the opportunity to look over every aspect of something with a planning method that prompts me to do so. Yet, when it gets too mechanical and I flounder in the process – not really *doing* the thing I'm planning, it's time to heed intuition about how to proceed and just get on with it, or even go and do something else to exercise my 'accomplishment muscles' while solutions percolate. Decluttering, gardening and routine housework are great gym routines here 😊

I should go back to the drawing board once that's panned out, perhaps re-writing the next stage to take into account any fortuitous changes.

While we're on the subject, has anything magic happened yet? Write any happy coincidences, strokes of luck, or faster-than-expected results in your Program materials as they occur; or keep a journal for these, as I'm doing. If nothing's happening, make sure you're doing all the lesson actions that apply to your circumstances.

For these reasons, I leave the actual *way* you write, draw or otherwise record your lesson work up to you. I like the modern trend of limiting wordage to dot-points, or bullets, in plans

and journals<sup>5</sup>. It seems a happy medium. Don't get bogged down in thinking heavily about future abstracts at the expense of making here-and-now progress.

### The FYPP Scheduler

I've even provided an alternative to the detailed Planner: *The FYPP Scheduler*. It's a plain, calendar-style set of sheets you can keep on your desk or arrange on a pin board. Project management is accomplished by rapid dot-point planning at the top, along with blocking out a schedule for the entire year's activity on projects and other known commitments.

If you want to fast-track the admin<sup>6</sup>, anywhere you read 'Planner' in the Workbook, you can substitute 'Scheduler' and adapt the lesson to that.

If you feel so confident of what you want to do this year that you only need prompting to physically do it, read the theory you need to know for smoothly coordinating your project with lifestyle management, and do only those exercises necessary to protect or progress your project. (I like the word *progress* used as a verb – 'action' as a verb is good, too, but you could action your project all day long and not move it forward, whereas 'progress' implies step-by-step sign-offs toward a specific destination.)

*NOTE: Certain exercises should not be shortcut, such as those in the safety section.*

For those using the Scheduler, it's even more important that you date your lessons. Here's why: If you skip lessons or parts of them and later find your projects stalling, go back to where you were last humming along and fill in the undone steps in lessons and *any pages/boxes in the Planner related to the trouble you're having*. That should sort things out. You can return to Scheduler mode once you're tearing along again.

From here onwards, I'm going to use *project* and *projects* interchangeably, and when I refer to 'your Pet Project' that can embrace one or several. We'll spend time narrowing down your Pet Project soon, but whether that means 1, 2, 3 or 4 in practice is okay with me 😊

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<sup>5</sup> E.g., I've just bought this book: <https://www.worldcat.org/title/how-to-bullet-plan-everything-you-need-to-know-about-journaling-with-bullet-points-a-practical-guide/>

<sup>6</sup> I use *admin* to mean, administrative paperwork associated with some activity; in this case, diarising and planning.

As a caution, I would discourage selecting more than 4 to start out with, but if you finish the whole Program earlier than expected, simply come up with more projects using the same method as we did here, and carry on!

Let someone else know you're doing this Program.

Find someone you trust to support you in carrying out your projects and keeping up with Everies, and tell them what you'll be doing on this Program. If you're not ready to tell anyone else yet, please send me a couple of paragraphs in an [email](#) saying exactly what you would like to say to a trusted supporter!

*Compose ideas here if it helps.*

Did you keep up with the Planner pages today?

## Lesson D Summarise and report.

Read *Easy-peasy summarising*.

Submit your first Shared Assessment Tool.

**Aims:** Share standardised and non-specific information with the Program designer for quality control purposes.

Read *Easy-peasy summarising*.

### Easy-peasy summarising

Although this first offering of the Program is designed to be self-directed, you are welcome to send any exercises to me for a quick check that you're on the right track. I can give spot-coaching in such instances, and a little nudge or redirection can save you a lot of trouble and keep *me* assured about your progress. Taking that up is entirely optional on both our parts.

However, I would definitely like you to check in with formal reports at key points, and I will acknowledge these. They're very easy to do and don't require sharing detailed information.

You will use the Shared Assessment Tool received as part of your materials package. The instructions are written on the first page. Gathering all the information you have so far about your Before situation, you should be able to mentally group points together into different life areas and summarise them with a single dot • on a column of the DecaChart or a ray of the DecaWeb. How easy is that? The only difficulty might be if you don't have a scanner-to-email setup. You could photograph the page or ask for ideas at your local library or office supply store. You may be able to use their equipment to send the scan to your own email or a thumb drive, and thus attach it to an email to me.

Send one of these completed Assessments at the Before, During and After stages, and any time things change significantly in one or more life areas.

Submit your first Shared Assessment Tool

Take a printout of your Shared Assessment Tool and read the instructions.

Fill it in, scan it and send to [info@inspectorross.com.au](mailto:info@inspectorross.com.au) .

I will look it over, make any notes for future reference, and respond promptly.



**PART II: Preparation**

Prepare  
for  
Action.

## Lesson 1 Predict transformation.

Read *Worthwhile leaps of the imagination*.

Convey these on a Transformation Snapshot.

**Aims:** Look ahead with a helpful blend of realism and optimism and set the standards you'd like to achieve by year's end.

Read *Worthwhile leaps of the imagination*.

### Worthwhile leaps of the imagination

Having looked at how things are, imagine how you'd like them to be by this time next year. If you do a full-hearted job at this, it's more like predicting than imagining. Accepting the consequences of actions you're going to take towards manifesting the outcomes transforms your *imaginings* into more reliable predictions. Isn't that great? In Lesson 10, you'll be invited to take a step that increases confidence in the likelihood you'll meet your own demands.

If you're already very clear on the projects to work on, you'll no doubt also have a clear idea of the outcome you want, so include those projects in your projections right away. For most participants, however, you'll only firmly settle on your 1-4 projects by the end of Lesson 7. Where that's the case, leave the *Condition of Pet Project(s)* space empty until prompted later.

If any elements are currently terrific, still project their great condition onto your Transformation Snapshot on the next page. We don't want to neglect anything that's been doing right by us 😊 Imagine enhancements even to elements in your Snapshot which don't seem relevant to your projects or preferred Everies. Bonus gains are welcome, right? For those elements in less-good condition, envisage their transformation into a significant, -yet- realistic, improved condition by year's end.

This step is simple if you let it be. A lot has been written about visualising, creating vision boards and so forth in order to hold success in your mind as you take a journey towards improvement in any area. Please feel free to also do any of that if you've learnt it and liked it.

For this Program, I ask only that you look over each line of your Before Snapshot and imagine how much better you'd like it to look by the end of the year.

That means the end of the year you're working in – it could be a proper calendar- or financial-year, or just 365 days from now. That all depends on what date it is today. It should be a full year but I won't quibble about a week on either side.

How would you re-create your Snapshot over the coming year, assuming in all confidence that your projects and Everies turn out great?

I know I've talked at length about using consistent measures, but for photographic benchmarks, of course you won't be able to snap things that don't exist yet. This is where you are allowed to get creative. Maybe this is also where the vision board idea gains traction – find a photo of something like yours but in better condition and paste that onto the Transformation Snapshot on the next page (or a bigger version on a board if you like).

For non-photo benchmarks, use the consistent method I described before but adding any further measures *if* they make the outcome more enticing: add imagery to graphs, descriptions to rough sketches, etc. They don't have to look wowee, out-of-this-world, marvellous (but they could), they just have to look encouraging, achievable, pleasantly challenging, and worth a year's dedication.

Add the *reason* they're worth it if that helps, such as what you want to do with improved finances, or who you'd like to meet when you can fit into your favourite pants again ;-)  
Imagine each of your benchmarks transforming or manifesting into the condition you desire – just a year from now – and portray that change in a way that motivates you.

Fill in a Transformation Snapshot.

Use the Basic Transformation Snapshot to convey your desired, practical, end-of-year results in benchmark form.

You may fill in parts of the Outstanding Transformation Snapshot after that, if you wish to commit your more daring ambitions to paper, but this form will be discussed in a later lesson so don't tax yourself over it yet.

To give you an advanced peek, here's a tip that goes with that lesson:

*Set two possible completion results: one basic, and the other outstanding.*

## **Basic Transformation Snapshot**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Condition of Pet Project(s):

Health & fitness \_\_\_\_\_

Figure/physique \_\_\_\_\_

Grooming & presentation \_\_\_\_\_

Typical mood \_\_\_\_\_

Relationships \_\_\_\_\_

Work satisfaction \_\_\_\_\_

Finances \_\_\_\_\_

Lifestyle/standard of living \_\_\_\_\_

Your 'something bigger' \_\_\_\_\_

Pictures of you & yours:

Pictures of your living quarters:

Pictures of pets, important possessions/creations, or any other progress markers:



## Outstanding Transformation Snapshot!

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Condition of Pet Project(s):

Health & fitness \_\_\_\_\_

Figure/physique \_\_\_\_\_

Grooming & presentation \_\_\_\_\_

Typical mood \_\_\_\_\_

Relationships \_\_\_\_\_

Work satisfaction \_\_\_\_\_

Finances \_\_\_\_\_

Lifestyle/standard of living \_\_\_\_\_

Your 'something bigger' \_\_\_\_\_

Pictures of you & yours:

Pictures of your living quarters:

Pictures of pets, important possessions/creations, or any other progress markers:



## Lesson 2 Personalise the FYPP Planner.

Read *Planner use*.

Print the FYPP Planner and set it up.

Open it to today's day of the year & start using it now.

### Planner use

You *could* diarise in another planner or diary of your choice but always refer first to the sequence in the Planner supplied to keep your purpose of project/Everyies coordination foremost in mind. Attend to your FYPP Planner every day, whether doing a lesson or not.

### ***What if I hate planning? What if I like it too much?***

The planning forms have been structured to minimise analysis paralysis Good planning is vital for success, but I've made it as lightweight and painless as possible. This should resolve any tendency to under- or over-plan. We can keep this stage simple yet thorough

The Program will become very hands-on. Everything you need to guide you through is described in sequence in this Workbook. The Planner is where you convert ideas into instructions. Your own elbow grease (or delegation/leadership) gets those instructions carried out.

Optional material included in the Printouts Sheaf is mentioned in its relevant place in the Workbook so you will know when to use that and when it's okay to skip. There are also a couple of bonus tools at the end that you might find helpful.

The online learning area will be developed over time, providing supplementary materials and resources as described in the Timeline section of the Introduction lesson. You should have obtained a login upon purchasing the FYPP Program<sup>7</sup>. If you didn't, or have lost your login details, please refer to your confirmation/receipt emails for how to recover them.

In short, the course combines study with practise and working things out, but the most important part is your active work on chosen project(s).

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<sup>7</sup> During the beta phase there will be no logins, as the Program can run entirely under self-direction.

Please be aware that the actual know-how of your particular project will often be outside my knowledge base. I may be able to help direct you to possible sources for that know-how, but the course materials are otherwise confined to the discipline of Everies-style project management, not individual project matters. [Let me know](#) if you get stuck technically.

Print the FYPP Planner and set it up.

Print the Planner according to the instructions provided – it should come out like a regular diary/planner, except the year and names of the days are omitted. This makes it a 'perpetual' planner. You can start it any time and just add the year and day-names as you go along.

Punch holes in it and insert into your ring file – before or after the Workbook, whichever will make it more likely that you'll use it. I put mine in the back until the lessons directed me to use it, then moved it to the front. (Yes! I'm doing the Program along with you!)

Insert index tabs if using these. I divided mine into *five* quarters – the 5<sup>th</sup> one placing next year's planning pages ready for making notes as I go through this year and before I start the new diary. List or bring forward any ongoing plans you may be working on. An initial Review worksheet and an Annual Plan form are provided in the Planner for any additional, optional notes along these lines.

Open it to today's day of the year & start using it now.

Locate the box that matches today's date and update the details so you've got the right day and year as your starting point. Move the Annual Plan etc. together to wherever you find convenient in your folio. You'll be instructed when to use them. If you'd stapled your Planner when assembling the components, that arrangement will be fine. Just begin on today's date.

You'll notice that some days' boxes have a suggested Every at the top. You can find out more about what these are exactly by looking them up in the Contents or the Glossary of The Everies Book, or you can just fit them to some Every of your own that you already know about. E.g., 'Weekly Cleaning 1' covers particular chores in The Everies Book, but you can easily make up your own set until you get a chance to read the book.

Also, if it's not an appropriate day to do that chore, diarise it into a better day's box. These Everies are Reminders, not orders ☺ Where there is no Every in the top line of a day box, you can either pop your own in or write your day's main focus in there.

What is a main focus? It's a personal choice – lots of things will get done anyway, but we usually have our minds on something requiring extra attention on any given day. Use that.

Work through the Planner day boxes in this way. If you are combining the Planner with a regular diary, keep them together and follow the boxes along daily so you can do this same 'paperwork' in the other diary.

Next thing to do is make use of the 3 planner/tracker sections on the page, starting with the one closest to the day box you're in. For example, if you're near the top, write a Weekly Plan before you set off. Your use will be rough and ready at this stage. We'll expand on how to plan and review as you move along through the course, but for now it's a matter of using the page in front of you as it is, to the best of your ability.

Early in the week, do the Weekly Plan; mid-week, fill in Mid-week Notes; if later, wait until the last day and then do the Weekly Review and set up a new Weekly Plan.

At appropriate intervals in the Planner, I've placed reminders to look up sections in the Everies Book to check you're on track with typical tasks and activities expected at that time of year. These may not apply to your circumstances and can be ignored if that's the case. If they *do* apply to your circumstances but you don't usually do them, have a go. It is all part of maintaining or enhancing other areas of your life while steadily progressing your Pet Project. These reminders simply say, "Look up Seasonals", or similar, with a heading from The Everies Book Contents pages.

Next, you'll find fast explanations of what to do on the calendared pages for this first tilt at using the FYPP Planner.

## Weekly Plan

First jot down what you will do this week on project work. Your first entry will be easy: write, *Do one page of the FYPP Course each day*, or similar. If you're actively mid-flight on a project, by all means write the next steps for that, too.

Then list other Everies or to-dos for this week. Put these all directly into their assigned day boxes where you know their timing in advance. Otherwise, use the Weekly Plan box.

## Mid-week Notes

Quickly take stock of where you're at this week on projects and Everies. Add simple to-do's, dot-points or directly diarised entries.

## Weekly Review

Reflect on the week's progress regarding project work and Everies. Mark in the progress boxes (see next paragraphs) whether you did poorly, so-so or well, and follow the guide stated in the box. Work out how to fix, improve or sustain progress in the next week. Consider any other factors that have a bearing on review or planning, and ... factor them in!

## Progress boxes

At the bottom of each week's page, you'll see boxes that ask about progress. They offer quick guidance on how to proceed each time. These are more useful than you might realise. They are there to make sure you don't fall off or lose direction.

The first Progress Box mentions 'Quarterly Priorities'. This is a specific part of planning which you'll settle on in a later lesson. In the meantime, you can use this ongoing priority: *'Make the FYPP Program another Every to do as scheduled'*.

Then schedule your Program work, whether you're going to start with an hour a day, or 3 hours a week, or whatever time you can put in *as of today* to study and work on projects. I expect this Program will help you free up more time for personal-choice scheduling, so don't worry if you have to start with stolen moments and baby steps.

## Monthly Review & Plan

When you see this box substituted in the Mid-week Notes box at month-ends, it's to give you a really simple alternative to the full-on Monthly Review'n'Plan forms. If you have a lot to review, use those instead. Find them in the front of the Planner and at some lesson ends in this Workbook.

Did you keep up with the Planner pages today?

## Lesson 3 Reduce transformation gaps.

Plan stopgap action based on your immediate observations.

Take stopgap actions.

Alternatively, spend up to an hour on project work before doing more theory.

Diarise known project work into the Planner.

**Aims:** Bolster morale and make instant progress by reducing the gap between how things are now and how you want them to be.

Plan stopgap action based on your immediate observations.

The difference between your Before Snapshot and your Transformation Snapshot can be called a *transformation* gap, which might be more effectively considered an *achievement* gap. To close the gap and achieve the transformation, you'll need to devise a good plan, direct your personal activities, and exert control over outside factors. Helping you with those skills is the purpose of this Program. Without those skills *put into practice*, trying to insert a new venture into life can have you bolting off in a runaway carriage!

To avert danger and rein in overwhelm or disappointment arising from as-yet-wild project ideas, start with gentle taming. Turn back to your Transformation Snapshot(s) and mark those visions that you feel a bit negative about – sad, resentful, or mocking – or those that make you feel giddy and irresponsible. Read on and then do the 2 suggested actions.

Work out a simple approach or stopgap measure you could implement on each that would lure it into your zone of hope. That's a phrase I just made up to name the scope of the achievement gap you believe you can traverse (journey across) over a reasonable time.

You can bring them even closer or expand that zone of hope by demonstrating in the real world that progress – however mild – is both possible and rewarding. In other words, when you take action toward a 'pipe-dream' project, it moves out of the pipe's haze and more sharply into focus. You can see the gap reduce, and gain strength and pleasure from the effort itself. This happens with even the most minor toe-dips.

Keep taking these little actions steadily until you can nurture that big project with greater confidence, increased skill, &/or better resources.

If you have been absorbed for a very long time on such a project idea, you could even make this year's Pet Project something like, "Set myself up to work properly on my wild project idea." Then spend the year taking these tiny actions on it while creating a new set of life circumstances where you are better placed to attend to it as a project next year.

That's kind of how I've been creating this FYPP Program without intending it to be so protracted. I'd thought I would have this whole online services thing wrapped up by Christmas *last* year. It's been a lot more work than I'd predicted, but I'm nearly there. Beats wishing and waiting!

Take the 2 proactive steps given here to bring any wild project closer while you keep studying in preparation for direct project work.

1. On the Stopgap Sheet provided, transfer the letters you've marked on the Transformation Snapshot(s) and come up with a plausible strategy or beginning management for any seemingly unattainable aim. Jot possible baby steps under each, to get the strategy or management into motion.

**Initial here when done:** \_\_\_\_\_

2. Some of those in 1 above, and simple project ideas like 'improve fitness', might be so easy to incorporate into Everies that they can be removed as standalone projects, being achievable through habit changes. Not to say that changing ingrained habits is easy, but this Program affords you a better opportunity to try than you may have had before.

Use copies of the General Tracker sheet provided at the end of this lesson to help you do that. The remaining lessons continue to support your stick-to-it-ivity. More information about forming or breaking habits can be found in the *Non-stuff decluttering* section of the Quarter 4 lessons.

**Date here when you've allocated applicable habits etc. to the Tracker:** \_\_\_\_\_

Cycle through both of the next 2 sheets as many times as needed to achieve desired results or benefits.

# Stopgap Sheet

### General Tracking Sheet

Track anything you need to keep 21-day tabs on (projects, habits, impulses, etc.).

_____ Tracker		Beginning date: _____
Desired Results/Benefits:		
Day #	Item	Tally/Notes, etc.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
<b>Summary</b>		
<b>Ideas &amp; Decisions</b>		<input type="checkbox"/> Cycle thro' again <input type="checkbox"/> Celebrate results <input type="checkbox"/> Track better item

Take stopgap actions.

1. Diarise habits etc. from the General Tracker Sheet as applicable for each line of it.
2. Do at least one of your planned actions from the Stopgap Sheet on each transformation gap you've identified in this lesson.

**Stopgap actions taken**

Alternatively, spend up to an hour on project work before doing more theory.

If you started this course with a particular project in mind, and you foresaw no difficulties with bridging your various transformation gaps, bravo!

Instead, spend an hour working on your known project now. If you don't know where to start, you can still organise its space, gather equipment, dust off its manuals, and so forth.

If your focus isn't sharpening on a specific project yet, take any project-related actions inspired by your lessons so far, and spend an hour physically doing those actions.

### *Project-related actions taken*

Diarise known project work into the Planner.

The Planner has periodic reminders to work on projects (besides the deliberate project entries you'll be making, just in case you need backup). I've also included reminders throughout the Workbook. They look like this:

Did you keep your last project appointment with yourself?

Please write your own project reminders into the Planner...starting now! Begin with an achievement by writing in today's box, "spent an hour (or however long it was) on project work" (your stopgap work was also part of project work). Then pencil in, "Do project work", in 7-day intervals from today for the whole year. Yes – the whole year! Later you'll be more exact about the timing and duration of project appointments, but this is a first step to make sure you can't kid yourself about what you'd set out to do, even if you 'forget' to study the course lessons, Heaven forbid. Hold yourself accountable for project implementation from the get-go.

Note: This project reminder is for action *in addition to* your study on this Program, which is best done in small bites every single day. The reminder is about physical activity on your project or on tangible aspects of getting the Program done – so it could be relevant Everies until you're settled on a project, but the intention behind what you do in this time slot should be towards getting projects completed or developing a specific Pet Project.

Only you can say how long you should spend because it all depends on your project and your challenges to squeezing it in. As a typical guide, 3 hours would be a minimum worthwhile appointment if your project only gets attention every 7 days, but you don't have to worry about the time allocation too much right now. Planner pages break each day up into 3 parts – Morning, Afternoon & Evening. Write your reminders in whichever portion of the day you're most likely to have spare time. If you're using a separate diary with hourly divisions, assign a reasonable time-slot as applicable to your Pet Project. Either way, go ahead and write these weekly appointments in now.

**Date here when done:** \_\_\_\_\_

## Lesson 4 Explore lesson structure.

Read & grasp the main advantage of the Program.

Read Lesson Structure.

**Aims:** Grasp the opportunity before you and make lesson structure your friend.

Read & grasp the main advantage of the Program.

### Main advantage

No matter the reasons for incompletions or failures in the way of project work so far, I'm guessing you've never had the advantage of year-long coaching to help you through. What a luxury! Take the advantage now presented, using the materials, guidance and regular check-ins to sample what year-long coaching would be like, only better – this Program is your 24/7 project coach! This coach even has a supervisor you can contact – Inspector Ross! Email any time the Program doesn't serve you as expected.

Use it to *manage the heck out of your project(s)*. That means, don't use it just to study about housework and doing projects; I hope I've made it an interesting read but please utilise it to help *coordinate activities* and get *your stuff done*. Use it to help solve problems that come up. Use it to improve other areas of your life that need a boost. You know your life best and you are the expert on your actual project, but you've 'hired' this Program to be the expert at coaching you to carry it out! So ... please follow the Program's guidance.

We all need help sometimes. No matter how brilliant you are at anything else, please let the Program be your coach in this one area you need help with. Deal?

Okay.

Having said that, I've arranged each lesson to take into account that not everyone is at the same starting point – neither in the Program itself nor in any one lesson. Further, different phases of projects combined with ever-morphing Everies can alter the level of difficulty posed by a step. Therefore, lessons typically include several levels of learning: direct instruction, explanations (theory), practice runs, and real-life application.

Theoretically, you could just work through the headings and coloured boxes, taking equivalent action based on your existing knowledge and skills while following along with reminders in your Planner, and you'd probably get somewhere!

However, you'll get more out of the course – now and over the long term, if you read everything, reinforce anything you already knew, pick up any extra know-how, and do whatever does *or could* apply to your life, your Everies &/or your project.

If any part is truly overkill for your needs, okay – pass over it. Use judgement about this. Neither brush things off in haste, nor belabour them to avoid actual project or Everies work. I hope that makes the experience a little more Goldilocks for you, as it would disappoint me as much as it would you if this self-directed learning service failed to meet your needs.

In terms of general guidelines, the Program works this way: Once you've planned which projects to work on, diarise your own project actions first and then fit your other Everies around them. Making this a habit will help you mentally prioritise your own project work.

The Program's insistence that you physically do the actions required, and the Planner's repeated reminders to do those actions, will help you translate mental prioritising into physical prioritising. Before you're at that stage, you will need to nudge yourself to carry out your own instructions as though someone else were demanding it. After a while, you wouldn't even think of downgrading your own plans.

This doesn't mean you'll forsake other people, commitments or routine duties. It means you will reshuffle priorities to give your own a fighting chance. Guess what – when done with care, it's a surprisingly effective helper strategy! (Don't expect to get the credit, though.)

It's tricky, this business of driving one's own progress when you're used to directing action outward. Advising you to 'think of yourself' is counter-productive and uninspiring. Instead, consider that you're doing these projects for the benefit of others (which is *completely true*, as discussed in the early readings of the course).

Stick to the appointments with the same sense of duty as you feel toward other obligations, and drive the projects through on schedule.

I had a sudden thought while on the final draft:

I'm not sure whether this Program will be of long-term benefit if you are a natural at putting yourself first. Hey, no judgement! It's just that the Program is directed at people who are not used to doing that. If you think you might be in this category where others' demands don't faze you, I'd love to get your feedback as you work through! The only suggestion I'll make for now is this: nudge the balance to fit more Everies in than you're used to – this will provide the challenge that might otherwise be missing while you get your stuff done.

Read Lesson structure.

## Lesson structure

### Steps

The Lesson Checklist & Overview is your guide to completing the Program and your Pet Project. It takes you step-by-step through the whole sequence, and each lesson is named to match those steps. Staying on-track is literally as easy as ABC, 123 😊

### Aims

Some lessons include a section spelling out the aims. In others, the aims are summed up in the wording of lesson name or its steps. You should expect to achieve the stated aims of each lesson, and if you don't – even though you understood and actioned the lesson, it is perfectly okay to alert me to that. Send a brief email or Contact message.

### Readings

All the required readings are listed in the Workbook. The Textbook (The Everies Book) is included as the master text from which the Program has been taken and sections may be referred to for some lessons. Any time you want context for a reading or greater understanding of a concept you can also turn to the Contents Page or the Glossary in The Everies Book to locate more information.

There's no need to learn *everything* in The Everies Book this year. The program simplifies its approach in order to focus on project progress. Keep the Book handy for reference and for future use when you've got more time to read and try things out.

### Worksheets

All the main worksheets provided or referred to in the Workbook are duplicated in the Printouts Sheaf, so you can easily print out single pages for use or re-use. If you print the whole thing, I would suggest not binding it but clipping it loosely together or keeping it in a sleeve. That way you'll have clean Masters to photocopy easily. Some of these are repeated in the Planner, too. Where that's the case, favour writing in the Planner so you can flip back & forth easily amongst different planning notes while diarising.

## Practice Runs

With some of the newer action types, you'll be given the opportunity to try them on something small or less important before implementing them in your own plans or projects. These are also used to groove in skills or prepare for some eventuality that may not even come to pass (as with emergency drills).

## Actioning

Instructions to write plans or begin project work are, of course, meant to be applied to real life. It is up to you *how* you do these or to decide whether they apply to your circumstances in the first place. Readings and worksheets will direct you to enter other actionables (things that require action) in the Planner, and these diarised-by-you instructions, when put into action, will progress your Pet Project to the finish line!

## Putting it all together

To start a lesson: Open this Workbook to the Lesson Checklist & Overview, find the first step you've not completed yet, turn to the matching page in the Workbook, read the lesson, make sure you understand it<sup>8</sup>, **do** what it says, then tick the Checklist line near its number; look at the next step, read it, understand it, **do** what it says, and tick that off. Refer to the Workbook or other readings when indicated.

Use the FYPP Planner daily, just like your own diary, *as well as* when called for in the Workbook. Continue in this way until you finish the Program Checklist, thus completing the Workbook, the full year's Planner instructions, and your own Pet Project.

By the way, for multiple projects, you might do them simultaneously, one after the other, or with only some overlap. It's up to you how you work them into the Stages that comprise Part IV – let me know if this scheduling proves difficult.

In any case, remember that each project requires Part V to be done at the end! That is, if you're assigning 1 project per Program Stage, work out beforehand whether you'll need to do a mini-Part V at the end of each project and factor that extra time in per quarter.

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<sup>8</sup> There's a glossary at the back of The Everies Book for key terms in this subject. Use a good dictionary for other terms. Contact me if you can't find the meaning of something I've written anywhere.

It may work out okay to let the first projects wait until the end of the year to get their Part V treatment – as I say, it all depends on the nature of your projects.

Further, as each project has its *own* stages within it, I think you'll agree it'll be easier if you can treat all 2-4 as one combined through-line that follows the Program easily. Try to construct them as one cohesive project. That's why I stuck with 'Pet Project' as a theme instead of 'Various Projects' ;-). Don't make things harder for yourself than necessary!

Enter progress dates in the lines provided on the Checklist, as you reach them.

Your projects will have their own milestones, but the Program also has milestones. You are in for a year of high achievement! Remember to build in rewards when diarising, and make a point of taking them at each progress marker.



**PART III: Skills**

Gain  
Skills.

## Lesson 5 Work out your Everies.

Re-read the definition of Everies. (It's on the title page and repeated below.)

Read pages 7-12 of the Textbook.

Print the Write Your Own Everies pages from the Printouts Sheaf

Practice writing your own Everies.

List a few Everies from the sample provided in the Workbook.

Maintain this WYOE list on an ongoing basis.

**Aims:** Become versed in the Everies way and pick up some coaching & troubleshooting tools.

Re-read the definition of Everies

Everies: a coined word (made up by giving new meaning to an existing word or words), meaning those tasks you believe – or you've read or been told – you're supposed to do every day, every week, every month, every year, and so on. For example, 'vacuum every week' or 'prune regularly' would be Everies. Housework, errands, routine work & social obligations are all composed of Everies.

Read pages 7-12 of the Textbook.

To save you a lot of double reading and over-explanation as we work through, it will be best if you read about the context of this course – its background and operating principles – from the Textbook.

The Everies Book is the original text on this subject. On its very first 'About' page, you'll see how it aligns everyday activities with goals attainment. This course extends from there to pair up Everies with specific projects that contribute toward various goals you may have, so it will help you to understand the rationale behind what we'll be doing.

The Introduction following that page covers elements directly relevant to this course. Date each line below when you've identified and studied it. (Yep, this is a mini-comprehension test – the only one in the course.)

1. Theory of The Everies concept \_\_\_\_\_ ('About...' & 'Introduction')
2. Guidelines and Tips \_\_\_\_\_
3. Your very own 'One-Page Coach' – a page of support-packed guidance that you can use over and over to coach you continuously throughout the course and in life. \_\_\_\_\_
4. Warnings of a different kind. \_\_\_\_\_
5. 2 secrets for getting the most out of The Everies (and this course). \_\_\_\_\_
6. Reference to 2 troubleshooting tools also contained in the Printouts Sheaf. \_\_\_\_\_
7. Basic decluttering procedure (you'll practice that soon). \_\_\_\_\_

It ends with a section on recording Before and After conditions, as will be discussed in our Snapshot lessons. Read that section if you want, but you don't have to.

*Print out the One-Page Coach and post it where you can read it daily.*

Print the Write Your Own Everies pages.

As mentioned, the Printouts Sheaf has spare copies of key worksheets used in the course, along with supplementary tools and notes that may be required. One of the inclusions is the Write Your Own Everies Appendix from the Textbook (we'll call it the WYOE list).

Print those pages out from the Sheaf, staple them together, and stick the document on the fridge or kitchen bench with a push-pencil nearby. Alternatively, you could hole-punch and file them in your ring file. Use the WYOE list periodically to enter Planner reminders.

Practice writing your own Everies.

Use the following space to practice writing your own simplified lists of the Everies. The clean copy in the Printouts Sheaf has more space between categories, but you can work things out here until you get the hang of it. (You'll learn more in a later lesson.)

Under each heading, I've suggested a way you might think of these to keep them in mind for general use. For known Everies, jot down an example or 2 of each type of Every.

## Write Your Own Everies

### **Dailies**

*Everyday to-do's:*

### **Most Days**

*Things to monitor/alternate, but can skip every other day or so:*

### **Weeklies**

*Restore order from the week's 'busy-ness' & prepare for the week ahead:*

### **Fortnightlies**

*Pause and check how things are going:*

### **Monthlies**

*Nip backlogs & wear'n'tear in the bud:*

### **Bi-monthlies/Seasonals**

*Attune to the weather or cultural trends:*

## **Quarterlies**

*Check progress, deal with obstacles, and re-focus:*

## **Annuals**

*Look, refresh, rethink, plan anew:*

## **Half-yearlies**

*Mid-year endings and beginnings (such as tax or New Year paperwork):*

## **Every 1-2 years**

*Repairs or maintenance + safety & emergency aspects*

## **Every 3-5 years**

*Consolidate, repair, make changes &/or improvements*

***Do (carry out) a few Everies now, and list them here:***

Maintain this WYOE list on an ongoing basis.

Ideas: You could transfer Everies you think are keepers from your stopgaps sample to your personal WYOE list. Scan through The Everies Book occasionally and list a few that appeal to you. Avoid detail at this stage because you still have a lot to do, and cramped diary entries can be demotivating.

Why did I specify a push-pencil earlier? Your Everies will ebb, flow and change over time. You'll appreciate being able to easily erase, edit or add to these.

Anytime you think 'Oh, I must remember to do \_\_\_\_\_ every \_\_\_\_\_', add it to the applicable Every section on the WYOE list. When circumstances change and an Every no longer applies, erase it. If you work out a better way to do something, or to combine Everies into a set, edit the entries accordingly.

## Lesson 6 Learn decluttering.

Read *Decluttering theory in a nutshell*.

Read *Nutshell Decluttering*.

Do the Nutshell Decluttering exercise.

**Aims:** Learn to declutter like a pro!

Read *Decluttering theory in a nutshell*.

### Decluttering theory in a nutshell

You will have read the Nutshell Decluttering section of *The Everies Book* in an earlier lesson. I've repeated the procedure on the next page, with an important step made more explicit.

Decluttering and goals-attainment complement each other very well. The clearer your space gets, the easier it is to take the next step on a long-term plan; and the more steps you take on such plans, the easier it is to recognise clutter and deal with it promptly. Even if you are hazy about the particular goals you want to achieve and are not too excited about the organising culture, please be aware that decluttering can have amazing, practical effects in its own right.

Clearing up the kitchen can lead you to healthier eating habits.

Sorting out papers can help you see ways to reduce debt.

Smoothing household traffic flows can unruffle feathers.

Some of those results might even be on your project list!

Can you incorporate this lesson into any project work?

Read Nutshell Decluttering.

## Nutshell Decluttering (procedure)

There are varying philosophies about how to declutter and why. (See Further Reading in The Everies Book.) I'll just give you the steps in a nutshell here. For any space or type of item:

- 1 Decide on your reason for decluttering. Is it to tidy up? To upgrade? To make a fresh start? Etc.
- 2 With your purpose in mind, divide the contents into sorting receptacles. I use bags or boxes labelled *Keep Here*, *Keep Elsewhere*, *Discard*, *Recycle*, and *Review on \_\_\_\_\_ [insert date]*.
- 3 Look at and handle each item to make your decision about which category it belongs in, bearing in mind what your purpose for decluttering that space is.
- 4 Place the Review tub in storage with a date-label for when you will drag it out and review the contents for decluttering anew.
- 5 Throw out the Discard items.
- 6 Further sort the Recycle items into their sub-recycling types – roadside bin, specialised drop-off point, give-away, re-sale, etc.; place these new containers ready for disposition; and **diarise** the 'When to do'!
- 7 Distribute the Elsewhere items to their proper homes.
- 8 Arrange the Keep Here items to your liking. In doing this, try to remedy any aspect of the prior arrangement that may have contributed to the space becoming cluttered.

Do the Nutshell Decluttering exercise.

### **Practice Nutshell Decluttering**

Choose a small thing you can complete in under an hour (like a drawer or shelf) and have a practice-run at following the Nutshell Decluttering procedure. (These only take about 15 minutes once you've got the knack, but take your time while learning the steps. You're not just 'chucking stuff out'. You'll be learning to target clutter for the greatest benefit to your Project/Everyies coordination.) Remain alert to effects and note them on the next page.

Practice Nutshell Decluttering on more small things until you feel confident of the procedure and able to perceive its effects.

## Decluttering notes

Check dedicated Planning Space and declutter that further if needed.

## Lesson 7 Take a hoarding check.

Read *A note about hoarding*.

Keep up with the Planner pages.

**Aims:** Detect if hoarding is an issue and take sufficient action to permit safe progress.

Read *A note about hoarding*.

*Read & action the Safety questionnaire.*

### A note about hoarding

Although I've downsized several times (which magnifies clutter initially), and helped a small number of just-this-side-of-hoarders move house (in an earlier role as a house-packer), I haven't test-run The Everies with that level of clutter.

If your inspections and incomplete projects list suggest you have been hoarding, I would recommend that you call a Professional Organiser with experience in this field to help you arrange a blitz. Get the more dangerous clutter out of the way, so you can concentrate on carrying out a more enjoyable project. Even if your project is 'To clear up my hoard', still ask for help with the high-risk clutter first.

If you *suspect* you may be hoarding but are not sure, this will become clear soon enough. If reflecting and inspecting don't convince you either way, running the Main Fire Drill should! That being said, hoarding can be confined to portions of the home, or collections can get so unwieldy that they resemble hoarding because they merely need organising. If any unmanageable amounts of stuff will compromise your safety or progress through this Program, we can lump it in the 'severe clutter' category anyway and make sure it gets decluttered before take-off.

Difficulty decluttering any kind of storage area to get that excess stuff stowed away may also suggest you're on the hoarder border. You *may* be able to restore order without a team of helpers, but it's essential that you take much, much more stuff **out** of the home than the amount that comes in *each day*. Treat it as a matter of urgency, because it is! Apply Nutshell Decluttering to one manageable portion – no matter how small – *each day without fail*.

As soon as you're more comfortable with letting things go, clear escape routes from each room so that:

- a) your clutter doesn't endanger you, and
- b) you can easily cart sorted clutter out of the house during the FYPP Program.

**Note any further actions you'd be wise to take.**

*Read & action the Risk Questionnaire on the next page.*



## Lesson 8 Assess & manage risk.

Read & action First-aid Preparedness

Read & action Main Fire Drill

Read – and action as warranted – the Safety Table.

**Aims:** Learn ways to minimise the risk that is inherent in undertaking any new activity.

The safety check just taken is more about how clutter, traffic flows or furnishing arrangements may endanger you. This lesson asks you to look at a wider zone of risk in a similar way to how organisations engage in disaster preparedness. Why should you do this before embarking on a year of change and challenge? There are at least 2 good reasons.

1. Changes and challenges carry a certain amount of risk. This may or may not be more than the risk involved in lying on the couch surrounded by pizza boxes with the telly running hot, but it will be *different*. If anything untoward were to happen, your old routines might not be sufficient to deal with it.
2. Knowing you are prepared gives a sense of security that is both relaxing and fortifying. You can literally breathe easy, and focus more intently on your projects and Everies.

Read & action First-aid Preparedness (taken from The Everies Book)

### First-aid Preparedness

While topping up the first aid kit appears in the Seasonals section, pay attention once a year to overall preparation for medical emergencies. You've heard the saying: Expect the best; prepare for the worst [17].

**If you don't have a home first-aid kit, go out and buy at least one now.** The car should have one, too, as should any other regularly occupied space away from the house (granny flat, holiday home). Choose kits with good, clear instruction sheets.

*Go on. Off you go.*

When you're back with your Kit, prepare in more detail:

### **Familiarity with first aid kit**

- 1 Whether new or established, ensure all first-aid kits are fully stocked & up-to-date.
- 2 Post emergency numbers clearly next to all phones.
- 3 Once the above is done, run everyone – according to their age/abilities – through the basic first-aid instructions given in the kits. Every household member should have appropriate first-aid skills.  
Part of this is knowing the nearest safe house to run to for help when needed.  
Yes, this will require you to be on friendly terms with at least one of your neighbours 😊
- 4 Your practice-run probably highlighted missing items from the kit that you are used to using for your own family's health: Add items to meet these individual first-aid needs.  
Write what these are here and then shop again to complete the kit :

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- 5 At a minimum, have one adult in the home take a standard course (or a refresher) in first aid, even if merely online in the first year. (Every year, improve on skills & equipment for this and other key survival needs. Don't allow yourself to get complacent.)

### **Notes**

Read & action Main Fire Drill (taken from The Everies Book)

## Main Fire Drill

You'll be reminded of this again in the Half-yearly Emergency Preparedness tasks, but start the year off right with a Fire Drill:

- 1 Install – or check existing – smoke detectors.
- 2 Provide – or maintain – fire extinguisher(s) & fire blanket(s).
- 3 Next to each piece of fire equipment, post simple versions of the instructions given for it.
- 4 Draw up\* & post all escape routes, using starting points from various parts of the home.
- 5 Place a Not-To-Be-Removed key near each internally locked fire exit, but not where intruders could reach it from outside. This may be necessary for key-lock windows too.
  - a. Check with your insurer if there are any guidelines/restrictions about this, but put your safety first – switch insurers if *they* don't!
- 6 Run the household through a fire drill for a variety of potential circumstances.
- 7 Fix any dangers that show up.
- 8 Note what they are here, and diarise follow-up:

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*\*Why draw them up?*

- a Because direct prompts cut through panic and urge rapid action.*
- b So visitors can quickly catch on should they be unlucky enough to share an Emergency event with you!*

## Notes

Read – and action as warranted – the Safety Table. (Also taken from The Everies Book!)

## Safety Table

Use this table as a guide to making your home safer. You have already done the first 2 steps. (Right?)

Steps are all taken from The Everies Book, so you can use the table in 2 ways:

- Carry out steps based on your own knowledge if you are familiar with how to do them; or
- Look them up by their proper names in the Contents of The Everies Book to learn more.

Setting up these safety factors will help keep troubles and distractions out of your way while you're on this year-long journey.

<b><i>Prepare for safe change with these preliminary actions.</i></b>	
<b>Step</b>	<i>Consider your level of risk on any of these points and act to reduce that now.</i>
1	Update First-Aid Kit. [First-aid Preparedness project (section XI-A)]
2	Run a fire drill. [Main Fire Drill (section XI-B)]
3	Medical &/or other check-up(s) as required to ensure fitness for your chosen projects.
4	Write your own Workday Routine & Odd Jobs list to keep essential Everies ticking over.
5	Make room in storage areas for storing decent items from future decluttering steps.
6	Secure your project workspace from any threats. (Weather, break-ins, uninvited guests?)
7	Inform any stakeholders (people affected) of what you are trying to do with this Program. This could include informing insurers or your local council, etc., depending on projects.
8	Decide you will be responsible but it is not 'serious' – it will be fun!
👉	Now you are safely prepared to tackle your Pet Project!
Proceed with your next lesson and be prepared to upgrade safety steps whenever needed.	

Attend to Planner pages.



PART IV: Projects

Plan

&

Carry Out

Project Steps

## Lesson 9 Select 1-4 personal projects to complete this year.

Review the state of incomplete projects.  
Narrow down your Pet Project(s) for this year.  
Examine the project requirements.  
Complete the My Pet Project sheet.  
Update Snapshots as needed.

At last! The lesson you've been waiting for. This lesson precedes the **Annual Plan Worksheet for Pet Project Setup** in the FYPP Planner. That's only a half-page space in the Planner. If you're able to fill that in easily and just get going, I wish you very well! I even encourage you to do that on any ongoing project so that you can make immediate progress.

However, I would strongly recommend that you work through these pre-Annual Plan lessons even for that project, and here's why: I tend to think that not many students will be in a secure position to launch fully into project work, or you'd likely not have bought this course 😊 Because of that and because it is possibly the first time you've ever looked at projects this seriously, I've explored various ways to help you review past project efforts and plan future project work. This should give you the very best opportunity to detect any factors that may have undermined you before.

I know I found one I'd been completely unaware of: a failure to face what was really involved in 'finishing'. You'll find that stage covered in great detail in this Program, mainly so that I never forget it again ;- ) You may not need such elaborate stepping stones there but if you do, I believe Part V covers *everything*!

Whether you are firmly decided on the project you want to work on, or whether you are all at sea with choices, doing these early Part IV Lessons will help you avoid false starts, and prevent other resource-wasting pitfalls.

For those who are certain, it will help you clarify the best approach to what you want to achieve so you can recognise repeating obstacles and stay on track this time. There's a reason (or several) why that project hasn't arrived at completion so far. It's important this time to set it up properly and give it a better chance.

For those who are undecided, the step will narrow down and define the very best choices you can make to assure you of success in completing not just these projects, but future projects after you complete the Program.

Wherever you are on that decision spectrum, working sincerely on this planning portion will instil key skills and provide motivational tools to help you carry out your intentions in all kinds of future endeavours, not just projects and Everies – you stand to gain a lot!

Therefore, please bear with me during this first task, which might seem deflating...

Review the state of incomplete projects

## Review the state of extant projects

*Extant* – I changed the word, didn't I? I like words that say exactly what is meant. *Incomplete* is how we loosely refer to projects discussed in this section, but that word doesn't fully describe all potential manifestations of projects from the past that could jeopardise current project success. Extant means '*still* existing or surviving at the time in question'. It implies that the entity in question has been existing for a while before that time, and is still making its presence felt without necessarily being active. This might even include projects you think of as finished but haven't been able to let go of for some reason.

We're going to glance over any past begun or planned projects that *you feel* are incomplete, or you are still turning the ideas over in your mind, or trying unsuccessfully or unhappily to forget them. We'll lump them all together as 'extant' projects. They're hanging around somewhat – either loosely finished, regrettably never started, floating around in your consciousness, or definitely incomplete and lying around the house or yard, whether they have anything to do with ideas for this year's projects or not.

They were popularly called Round Tuits in my day – things you were going to get around to but never did. It also includes 'stuff you made but never showed anyone', and time-consuming 'stuff you're doing' that constitutes a project and needs better structure. If activities like these are overlooked now, you may find yourself poking at 10 unofficial projects in addition to the planned 1-4. We want to sweep the lot up and get them sorted – we'll declutter them 😊

Old projects that only applied to a particular scenario no longer in effect can be struck off the list immediately – unless they're bothering you in some way. E.g., if you once lived in a weatherboard house and meant to nail down the loose boards but now you live in a brick house, we can count that project out. However, if you now live in a different weatherboard house and are aware of gradual neglect on repairs and maintenance creeping in, write that old project down because it could be affecting behaviour today.

I've provided a table for this step on the next page. It has room for up to 21 projects. If you fizzle out earlier, that's totally fine. If you're still going strong at 21, use more paper. I got up to 16 when I first did it, thought of more later, then ended up with 23. (I love projects and am pretty industrious, so it's not as bad as it sounds – 23 is in very low ratio to those completed.) I'd like to tell you to keep your own number down for simplicity's sake. Unfortunately, it's not in my power to limit the number of incomplete projects you've accumulated. Just keep writing them in until they dry up.

The best way you'll know you've reached the (current) end is, you'll actually feel refreshed and unburdened, the way you do when you have indeed finished something. If you don't notice that feeling, but you can't think of anything else, or you start listing tasks instead of projects, repeating yourself, etc. just leave it there. You can always add more if you think of them later. Sweep the past projects up; don't beat them into the rug.

We're doing this for 3 reasons only:

1. To clear away the mental clutter attached to starting things and not finishing them. *(For the purposes of this Program, writing them down will be satisfy this reason.)*
2. To identify any incomplete projects that might materially interfere with the 1-4 you wish to select.
3. To reveal any dismissed projects that would be perfect to do while you have the help of this program. *(A later lesson will augment this reason.)*

The projects you list can be as mundane or as grand as whatever they are! You will probably double-up on projects from your First Thoughts list, and that's okay. We're narrowing all these down by certain qualities, and to clear the way for your eventual 1-4 choices, so don't censor your answers yet.

You may also notice a certain pattern in the types of projects or circumstances which resulted in Round Tuits, but that's just a maybe at this stage. You're welcome to let me know if that happens because I'm curious about whether this exercise produces that result for everyone, or just occasionally. There's no need to seek it out, just go for that *finished* feeling.

## Project Tracker

List extant projects.

Project Tracker, Beginning: _____		
#	Incomplete or In-Progress Projects	Notes
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
<b>Summary</b>		
<b>Ideas</b>		

Notes

## *Second Thoughts on Projects*

This is another sneak lesson. Sorry! I didn't want you to think about re-thinking before the right time.

Now it's time to review the First Thoughts exercise and the Extant Projects list against the Before Snapshot. Bring all these together, or tab them so you can flip back and forth easily. Look them over as impartially as you can. Add any updates or progress markers if things have changed since starting the FYPP Program. Some of my own First Thoughts and Snapshot half-dones had made surprising progress by this Lesson. If you've been carrying out all suggested actions, maybe yours are looking brighter, too?

In any case, what we're looking for is a comparison of possible projects with needed improvements in your *overall Snapshot*. That's right – the projects you choose will not function in isolation from the rest of your life, even if their subject matter may not seem related. Somehow, the projects chosen should impact positively on it to give you a better After Snapshot, whether in key areas or generally across the boards.

We'll also pick up here on reason #2 for sweeping these up: Consider any risk of material interference from projects left incomplete or Snapshot elements left unattended – could this year's aspirations suffer? Dealing with such threats may be an essential project in itself.

Read through the First Thoughts and Extant Projects, keep comparing with the Snapshots, and let any patterns or brainwaves strike you.

...

Did the Snapshot give you pause on any projects written as First Thoughts?

For example, you may have written, 'Finish my novel' on the First Thoughts page, then seen in the Snapshot stage that your office is strewn with dust, papers and storage boxes, while your storage room is filled to the brim. One would incline, then, to add 2 pre-projects of a) creating more space in the storage room and b) overhauling the office so you can write in a distraction-free environment. This is not to say you must always put off your projects until conditions are right! I do say that clutter is one of the most obvious potential barriers to consider, so its presence on a Snapshot should always alert you to potential sub- or pre-projects. Back to the point: Did your Snapshot give you second thoughts?

Did it make you want to add or adjust any First Thought projects?

Did it cast a damper on initial inspiration? Note these effects.

What about the Extant Projects list? Will some of these be helpful to resume this year?

Are some unavoidable?

If so, perhaps they'd combine well with something new and more inspiring from the First Thoughts list. Can some be packed away for good, and struck off the Extant list?

Still others might cause no issue at all if left for next year, requiring perhaps a little decluttering or note-taking review to clear them out of the way for now.

To decide which ones will work best for this program, the big, must-have criterion is this: To turn the tide in your favour, the actual activity of the project should be thoroughly *engaging*. What does this mean? It doesn't have to have an almighty, earth-shaking purpose, but when you're physically interacting with it, it should grab your attention to the extent that external noise and commotion falls away. It's like a beautiful romance – your eyes meet across a crowded room and all the other guests recede.

That's often the very reason you keep dropping it. It's frightening. Those other guests are important! You invited them. You care about them. Some brought expensive gifts. Some depend on you. The room wouldn't even be there for you and The One to meet in if it weren't for some of the others. You can't just dump them and disappear into the night-garden together forever.

Luckily, it won't be forever, and few will notice when you and your Pet Project slip out onto the terrace. You have a superb host who will take care of all the guests, the room, the pumpkin, and even you, no matter how enchanted you are.

This magic host is ... The Everies Way. Through your planning, compartmenting, diarising, actioning and tracking, the beat goes on and *you* get to dance, too.

...

Bringing ourselves back to earth now, go ahead and write your second thoughts about next project priorities in the space provided.

## ***Second Thoughts***

A large, empty rounded rectangular box with a yellow border, intended for writing. The box is centered on the page and occupies most of the vertical space below the title.

Narrow down your Pet Project(s) for this year

## Narrow down your Pet Project(s) for this year

Returning to our ballroom analogy, look over all these projects you've invited onto the floor: the shameless flirts you swung around the First Thoughts page, those stood-up dates reproaching you from the Extant Projects Sheet, and the respectable suitors you're courting in the Second Thoughts box.

Do any of these projects ignite the desired spark? Can you really look forward to giving them your absorbed attention? Do they put everything else in perspective? Note any pleasant re-shuffling of priorities that occurs as you consider candidates. Beware of any that feel like heartbreakers, shackles or jealous lovers. Seriously, it's almost like that. To give your Transformation Snapshots their best chance, your freedom to stay on top of Everies that are important to your wellbeing should remain unhampered.

The chosen project might not give you the desired, magic feeling convincingly now, but you'll recall it as it once was or, if they're new ventures, you'll get a sense of that happily engaged feeling perking you up. Circle that or those projects which entice you in this way.

I do want to make it clear – in case your incompletions along this line are already urging you to give up on it – that this isn't necessarily The Project you should start with, or even directly do, this year. It's possible the 'perfect' project is not even on your list yet. But it's really, really important that you identify its nature. Following that is what will sustain and cheer you through everyday life. What kind of projects on your list really speak to you? The inner you, the personal you, the one that thrives on ...

\_\_\_\_\_ ...?

Whatever it is.

You see? It's not about the projects. It's about you! Knowing that this core of strength and potential for positive influence can be evoked, we can work out a strategy that pulls you closer toward your best, blossoming self, even if we start with a humble approach.

Circle the project or projects that might fit this bill now. It *could* be a few more than 4, but narrow it down toward that.

Write it/them newly on the next page.

**Favourites**

A large, empty rounded rectangular box with a yellow border, intended for drawing or writing. The box is centered on the page and occupies most of the upper half of the page.

## Suitable Pets

Out of these favourites, now select 1-4 that you believe you could realistically fit into your calendar *and budget* over the next year, provided you continue the FYPP Program. Why 1-4? As you've probably noticed amongst your own associates, many people have a definite project – particularly in the area of a hobby or sideline – that they keep trying to finish, and it just keeps stalling for one reason or another. For course participants in this situation, 1 project will probably be enough to get that hobby or sideline rolling. The Program allows a whole year to get that project done, so if the odd obstacle comes up, there'll be plenty of time to apply FYPP tools to it and get back on track.

However, if you have a long set of linked projects, or a couple of big projects that would require sub-projects to get them off the ground, 2-4 would be a manageable number to plan and implement during the 1<sup>st</sup> year. How you use the knowledge and skills to carry out future projects is up to you.

### **Scheduling, funding and sustaining**

Remember that this Program is designed to make it increasingly easy for you to spend time on your own projects, so it would be expected that the hours you now think you'll be able to devote would actually increase. This is not the same as taking it for granted you'll have plenty of time, but it should help you take heart that the more you stick to your plans, the more likely it is that you'll have time for them. Nevertheless, estimate what time you can definitely make available from today forward.

Sometimes the budget even gets magically taken care of when a project is really enthusing you! However, let's not count those chickens yet – calculate funding based on certainty.

Can you afford those projects in your yellow box over the next year? If so, excellent. If not, or it looks like it could be stressful, that is excellent in its own way, too: you now have incentive to make more money! This can shine a light on the sort of sub- or pre-projects you could begin with, to get your major project off the ground much sooner than it would be if you had never inspected its real costs.

A third factor to consider is composite – what other resources, strengths, emotions, etc. will you need to draw on to sustain the effort required to carry through to the finish line? E.g., how will you manage sleep, transport, relationship strains, etc.? Work it all out on the following page.

## *Timeframe and scheduling*

## *Costs and funding*

## *Other sustaining requirements*

### **Probable Pets**

Once you have a *probable* set of 1-4 projects, work out their order and describe them here:

1

2

3

4

### ***Having trouble settling on the 1-4?***

If you only have 1, that's totally fine and will make it easier, especially if you can neatly divide it into 4 stages of progress throughout the year. Conversely, if the single project is quite short, now is a good time to think ahead to what you'd like to do as a follow-on to that project – is it part of something larger?

Or will it lead to another project hot on its heels?

Bear in mind that if your project is successful, that usually leads to change of some sort – build dealing with success and its consequences into your project! (There's also a later lesson about that, but consider the gist of that now.)

If you can't decide which project(s) to focus on, or the selected projects look endless or costly, or you can't work out the best sequence, jump to the *Fine sorting* section and run each proposal through the clarifying steps given, as well as examining your own available resources more specifically. Then continue from there (because the *Fine sorting* section expands on the *Scheduling, funding and sustaining* section, so you won't need to come back to this).

### ***Any more notes to make before jumping?***

NOTE: This next section can be skipped once you have happily arrived at your 1-4 Probable Pets – either easily the first time, or because you already did this section to clarify matters. In either case, make sure you've formed an adequate prediction about how you will schedule, afford and sustain your Pet Project.

*Fine-sorting* is quite a detailed sub-lesson so, based on the above, you can decide now whether to skip it or proceed.

...

Not sure? If you *have* settled on 4 or fewer projects, yet feel hesitant, why not read or re-read this section anyway to pick up assurance or inspiration from the text without doing the detailed worksheets? Use the information to help you complete the earlier simplified versions instead. With that option in mind, let's proceed.

## Fine sorting

I've provided a worksheet for you to examine the requirements of each project in realistic detail before you launch off. Tedious though it may seem, it could save you a lot of trouble and anxiety as you work through the year.

Start with the overall timeframe.

### *Program weeks allowed:*

The Program itself assumes approximately 36 weeks. That leaves holidays + a half calendar quarter (about 6 weeks) at each end for the set-up you're already doing, and the take-down.

1-4 allowable project lengths would adjust like so:

1 = 36 weeks

2 = 18 weeks each

3 = 12 weeks each

4 = 9 weeks each.

Of course, these are averages; combinations of short/long/short, etc. would work.

### *Your available hours:*

The amount of time you can productively spend at project work each week depends on its nature. Those requiring extra travel or temporary shifts of mindset can require more hours than those which are an extension of your usual mood or routines. Therefore, that figure may alter at the top of each form; if not, just transfer the **TOTAL HOURS** each time.

*Fill out 1 Requirements Worksheet for each project.*

Examine the project requirements.

### Project Requirements Worksheet.

Project name: \_\_\_\_\_

1. How much time can you easily devote as of now? \_\_\_\_\_ hours/week.  
(Include spare time plus any time you're already spending on this Program and the project being examined, or to other projects that could be re-prioritised.)
- + Extra hours during holidays you could use: \_\_\_\_\_ hours/wk.
- + Time you fully intend to swap out from TV, social media, etc. \_\_\_\_\_ hours/wk.
- = **TOTAL HOURS TO BE SPENT ON PROJECT** \_\_\_\_\_ **potential hours/wk.**

#### HOW LONG WILL IT TAKE?

Estimate how many hours should be spent on this project to ensure it makes tangible progress and doesn't keep backsliding: \_\_\_\_\_ **optimum hours/wk.**

*Note: For most projects, 'Tangible progress' is entirely up to you, providing there's no backslide involved. Dragged-out renovations, for example, can be miserable to live with. How much would encourage you?*

At that rate, how long would you expect it to take? \_\_\_\_\_ **optimum weeks.**

Make the best, most honest estimate you can – it's possible to break projects down into sub-projects, &/or carry long ones forward into next year. It all depends on the project + your tolerance and tenacity.

Now, multiply the weeks by optimum hours, to find the optimum project length in hours.

**Optimum weeks** \_\_\_\_\_ **x optimum hours** \_\_\_\_\_ = **Optimum length in hours:** \_\_\_\_\_

Next, divide that optimum project length in hours by your *potential* hours.

**Optimum project hours** \_\_\_\_\_ ÷ **potential hours** \_\_\_\_\_ = **Actual length in weeks:** \_\_\_\_\_

*E.g., a 24-week project optimally done at 4 hrs/wk = a 96-hr project (4 x 24 = 96).*

*So, 96hrs ÷ 3hrs (what you can actually do) = a 32-week project (instead of the optimum 24).*

Choosing that project at the rate first worked out means you'll have only 4 weeks left over.

You can leave them spare or add a mini-project into them.

If you could manage to devote 6 hours per week, it'd be done in 16 weeks, leaving you 20 weeks for a second project, or the next level on that one. Do you follow? Those short-term hours make a significant difference to long-term progress.

With any set of projects, try to make them combine well, so that the whole year's efforts harmonise and reward you with a beautiful After Snapshot!

### *Other ideas about length of time*

If a project looks interminably long, break it up into sub-projects, ending each with a pleasing cliff-hanger to keep you motivated until the final glory.

Conversely, try to combine multiple mini-projects into fewer, larger accomplishments – this makes your tracking and planning paperwork less burdensome while keeping you aware of the extent of your achievements.

Having said that, if you are severely pressed for time or just doing the Program for fun, it's perfectly okay to use mini-projects. You'll have many timelines, but Program steps for each will remain the same.

For busy bees who elect to do more than 4 largish projects in this first year, I can't swear by the effectiveness of this Program format for you, because it's set up to maintain order alongside progressive achievements. I wish you luck, and would be interested in your feedback about using the FYPP Program so adventurously.

I can offer one suggestion, though, which applies to any combination: Plan well to take advantage of blending tasks across projects so you don't end up doubling or tripling your work and expenses with project-related activities that could be combined or should be separated. (Such as when shopping for consumables, or spending long hours at similar, repetitive tasks.)

Finally, if you have to lay some projects aside for now, there is no need to feel cheated. This means you've been given a heads-up of the liability it would have been to start it blindly, and lets you plan to chip away at its early stages as part of your Everies alongside structured projects until it's at a stage or phase where you can tackle it with gusto!

## HOW MUCH WILL IT COST?

Answer these questions in as much or as little detail as is sensible for the scope of project. (The bigger and more life changing it is, the more exact should be your costing. If it's something you're just 'doing' and absorbing in weekly expenses, a rough-but-realistic estimate is okay.) I've only given one line each – use more paper or software or whatever is needed to prepare appropriate costs for your project...

In typical prices of its physical parts:

- equipment \_\_\_\_\_
- consumables \_\_\_\_\_

In wear and tear on existing equipment/vehicles \_\_\_\_\_

In power/water/fuel \_\_\_\_\_

In labour (your or others' 'free' time included) \_\_\_\_\_

In loss of other income \_\_\_\_\_

**TOTAL \$ COST** \_\_\_\_\_

**Can you afford this?** \_\_\_\_\_ **How?** \_\_\_\_\_

## NON-\$ COSTS

Are there any other costs, such as emotional, relationship, physical strain, etc.?

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## How will you 'afford' these?

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You'll see on the Quarterly, Monthly and Weekly Review sheets that there is a step for you to predict costs at each stage, and to take it into account continuously throughout your diarising, so if it looks just a little out of reach now, why not have a go? Perhaps you could work out some way to make the project pay for itself!

Far from subduing your project fire, careful costing can boost your confidence. You'll avoid the perils of the unknown, and needing money for a fun purpose is great incentive to get into

interesting lines of work you may never have contemplated if things were getting too comfy for you in front of the television!

If the time, money or other outputs look daunting, remember what I mentioned about simply using this for incentive to plan the project out better so that what you do on it this year makes terrific strides toward your longer-term goals.

Nevertheless, if you suddenly realise one or more projects are just not feasible this year, swap it out for another one from your narrowed down list, or reduce an overwhelming project to its first stage. Just keep working through these sheets as long or as briefly as you need to in order to firmly settle on Your Pet Project!

Done?

Great! You should now have a clear idea of your 1-4 projects. These we can refer to collectively as your Pet Project, whether it's made up of 1, 2, 3 or 4.

Complete the My Pet Project sheet

Write your Pet Project on the next sheet.

*Additional notes if needed*

**MY PET PROJECT: 1 – 4 PROJECTS TO FINISH WITHIN A YEAR!**

Update Snapshots as needed.

## Snapshot check

If any of the 1-4 projects you've settled on are different from what you recorded in the Before Snapshot, go back and fill in the Condition of Pet Project(s) section along with your observations of any of their elements in the lines below that.

Then revisit the same parts in your Transformation Snapshots, imagining these clarified 1-4 projects into their desired state by the end of the year.

I'm going to repeat that special tip for that:

*Set two possible completion results: one basic, and the other outstanding.*

The above tip deserves further explanation. Its intention is to greatly increase your chances of success by pairing up certainty with desire. This generates robust drive in you, so you can withstand knocks and keep moving forward.

The basic result to set is the minimum standard of completion that you, individually, can proactively achieve. That is, as long as you ethically put in the effort and nothing cataclysmic happens, you can get there without relying on luck, strokes of genius, or the goodwill of others. For example, if your project is 'to finish writing my novel', you can at least complete a respectable first draft within a year.

The outstanding result is the one you'd absolutely love to reach. Set that as high as you want. Nevertheless, remember to use measurable and meaningful standards to describe or portray both the Basic and the Outstanding projections. These will serve as completion benchmarks in either scenario. In this way, your outstanding result gains realistic potential. If you can imagine what real benchmarks would look like for an outstanding result, that provides powerful motivation to persist through grunt work into a more charmed performance, while meeting or beating a milestone schedule.

At the very least, it encourages an improved Basic result. That would be worth it, yes?

Complete both Snapshot updates now.

Once your 1-4 projects are thoroughly settled, you are ready to begin serious planning.

## Lesson 10, Project Stage 0: Plan and commit to project.

Complete all planning worksheets at the front of the FYPP Planner.

Utilise the Planner daily.

Read the Responsibility Pledge (with an invitation to sign).

Improve any sloppy setups.

Aim: To leave behind all the uncertainties and surplus choices you've worked through and commit your energy to the cause of finishing your Pet Project.

Complete all planning worksheets at the start of the FYPP Planner.

Please plan your Pet Project in 4 stages, roughly 1 each quarter but aiming to complete around halfway through the 4<sup>th</sup> quarter. You will see why when you get there. Briefly, it's because 'finishing' embraces more than just stopping. It took me a long time to grasp this in practice, and that left me with many incomplete projects. I don't want that to continue happening to you. Be forewarned: You'll need spare time between your current prediction of the 'end' of your project(s) and the end of the full Program. I've labelled this line X on the Quarterly Stages form. X represents both the unknown nature of last-minute demands and the 'X-factor' you'll want time to bestow on your project.

Turn to the *Annual Plan Worksheet for Pet Project Setup* in the FYPP Planner, and fill it out. Work through the other Planning sheets steadily until they're all done. These include:

- Annual Plan
- Quarterly Stage Chart
- Quarter/Stage Plan
- Monthly Phase Chart

Read the *Micro-planning & Monitoring* section in the FYPP Planner.

Follow the instructions to try out the remaining forms and find a comfortable match.

+ Remember to diarise from all Planning Forms as called for.

This lesson can take several study slots, as you might need to go out and price things, or ask others for their input, etc. This is not a delay – you are actually working on your project now in a beautifully grounding way.

Utilise the Planner daily

Meanwhile, keep using the Planner daily boxes to keep your Everies in hand.

Don't move forward in the Workbook until the above Planning Forms are done. To help you, let this reminder box send you back to the Planner if you forget:

Did you complete all planning worksheets at the start of the FYPP Planner?

Read the Responsibility Pledge (with an invitation to sign).

If you have laid all the groundwork up to here, there's a very good chance you'll have the commitment needed to see the course through. There is one final step you can take – and it's optional – to really make a contract with yourself about that. Read it and see what you think.

## Responsibility Pledge

Responsibility is highly under-rated. It's empowering and can really put weight behind your commitment to get results. I dare say you glossed over the *Personal Responsibility Note* on the back of the title page of the Planner, and the similar disclaimers given in this Workbook and in *The Everies Book*. Just legal stuff, right? I've written another one here a bit differently. It's especially for you. While reading it, imagine sincerely taking it on board and applying it to *everything* you do. Consider what a difference that would make! Here it is:

Readers should exercise due diligence as described in, but not limited to, the following disclaimer and pledge:

*In using the Finish Your Pet Project! Program materials, I undertake to apply the information in it and any accompanying texts at my own discretion, taking full legal, moral, social, corporate, environmental or other responsibility for any perceived consequences – whether good, bad or indifferent. I should at all times practice duty of care for myself and for those in my charge, especially in terms of health, safety, truth, harmony & finances. The author is very interested to hear of my experiences and may review the contents in light of these, but responsibility for safe and effective application remains with me as the individual user.*

If you want to make a pledge *to yourself* about this, sign here:

\_\_\_\_\_ Date: \_\_\_\_\_



Refer to the Pledge often, even if you didn't sign it yet.

Improve any sloppy setups.

If, after signing the Responsibility Pledge, you want to go back and fill in or improve more of these preparatory steps, feel free to do so now. (It's a *Stitch in Time*<sup>9</sup> proposition.)

Improving sloppy setups would also include decluttering any paperwork from the lessons done so far, so that nothing can distract you from forging ahead on this Program. The same goes for any objects related to other projects that had been under consideration before completion of the My Pet Project sheet.

You can make notes or write thoughts here about setting your Pet Project up responsibly.

### *Responsibility notes*

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<sup>9</sup> From the saying, *A stitch in time saves nine*. That is, do a little work now to avoid a lot of work later.

## Lesson 11 Set, Project Stage 1

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Estimate the year's activities and schedule project milestones.

FYPP  
Quarter  
1

Note: If you are part-way through the first quarter of the year you'd assigned for this Program, that's perfectly okay and expected. Simply schedule yourself to complete the Lesson 11 set before the 1<sup>st</sup> 3 months, and then match Quarters/Stages 2-3 to their 3-month slots. Assign only 2 months to Quarter/Stage 4 because, just as Stage 1 has an extra beginning bit, Stage 4 has an extra ending bit!

## Lesson 11a Estimate other commitments.

Estimate other commitments in more detail.

Apologies if this lesson brought you down to Earth too fast. It needn't do. This is where we peek into the future based on experience and expectations. You can see why I asked you to pledge your own commitment before we got here, can't you? Hold that line while you still take these other factors into account.

While using the Planner and the Write Your Own Everies list, I hope you've had a chance to examine typical Everies and random events or demands that pushed diarised plans into later time slots. This is helpful! You'll be able to make notes about any commitments that might interfere with your Program time in the future (remembering that Program time includes project time and study time). After each one, write down how you'll avert the interference (through communication, coordination, careful diarising, delegating, etc.). Browse The Everies Book if you need ideas on how to manage particular interference.

### *Commitments or intrusions requiring special management*

Add to or modify your Annual Plan accordingly on the next worksheet. Then do the next lesson, which will have you getting better and better at scheduling project work and Everies upkeep. Incorporate any additions or modifications from this extra Annual Plan worksheet as you go along with Planning Forms & Daily Deskwork.

## Annual Plan additions for other commitments

How I will manage other commitments or intrusions into project time.

Surprise addition – the reverse issue:

How I will kerb overindulging my Pet Project to the point of creating a monster 😊

**Diarise or enter into Planning Forms as appropriate.**

## **Lesson 11b Use the FYPP Planner in full.**

Learn key paperwork Everies that help you diarise for real progress toward outcomes.

Very well done for coping with daily FYPP Planner use by yourself up to this point. I hope it wasn't too confusing or puzzling. Here are the more detailed instructions for managing your Planner elements. This is how you carry out that Annual Plan! The information below describes the whole process of how effective diary entries come about. As you read through, you'll probably think, 'I had no idea diaries could be so complicated!' Don't worry, it's like learning to ride or drive – all the moving parts look complex at first and then you just slip into the routine. Besides, if you've been keeping a diary at all, you've more or less been doing the same steps but with perhaps less coordination. The whole paperwork routine required to coordinate Everies and project work really begins with the Annual Plan, but in everyday use it seems to begin with the micro-element of Daily Deskwork. We'll begin here, too, because we started with the aim of working on your projects or at least this Program as a first priority some old how until you got the hang of longer-term planning. So let's start with what you can do right now, and work our way back to incorporating the Annual Plan for real. As you read the procedures below, apply them to your Planner straight away.

A helpful method of building stick-to-it-ivity over the long haul is this:

*Give yourself something to look forward to each day.*

On this FYPP Program, that usually means your project work, including incentives to get on with it and rewards for reaching milestones. Also furnish rewards for putting order into daily life. Simple daily treats like programming your favourite TV show (as opposed to couch-surfing all night) or planning a dawn breakfast on the patio can give you a reason to get up in the morning, for going to work, or for coming home safely. Promise yourself some simple, beneficial piece of joy you can count on without depending on anyone else, and make sure you collect on it!

Keep that in mind as you read through the Daily Deskwork parts over the page.

## Daily Deskwork

Here's the *Everies* way of managing a diary or planner, and taking care of routine paperwork:

### *Dawn planning*

- 1 Consult Planner, calendar, fridge notes etc., and write/adjust your Daily Plan in your diary including any forward plans arising.
- 2 Carry out the Daily Plan (your diarised to-do's).

### *Dusk check-in*

- 3 Gather the day's money records\* & other papers from bag, wallet, mobile, pockets, etc.
- 4 Enter money movements in your ledger or Counter<sup>10</sup> – whether a handwritten in/out version, or a bookkeeping software program.
- 5 File entered receipts (or dispose of non-essential ones *after* data entry).
- 6 Catch up on whatever of the day's planned to-do's you can still fit in tonight.

### *Nightly review & prep (preparation)*

- 7 Review daily progress against diary/planner, ticking off completed steps and making any notes.
- 8 Especially note achievements and be sure to protect/strengthen these while you continue forward.
- 9 Re-diarise undone-but-needful steps into a future day.
  - a. Prepare items needed for the next day – bag, clothes, lunch kit, etc. to minimise morning fluster.
  - b. Let today go.

### **\* If You Hate Paperwork**

Despite what you may read about how you have to keep everything in a bookkeeping software program, that may not always be wise. If you're not used to money management, please deliver your boxed papers and handwritten Counter to an expert to process. New to the idea of Counters? Simplest way is 5 columns: Date, Item, In, Out, Running Total.

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<sup>10</sup> A book or software program where you list income and expenses to keep count of your money's running balance.

It's best if you can keep only the relevant papers in it so there isn't too much to sift through. However, if you're not sure what's important and what isn't, just throw *all* your daily papers into a big shoebox & give it to a trustworthy person to manage on your behalf at the end of each month. If they're not a bookkeeper or accountant themselves, ask them to set you up with one and to act as liaison.

The person you appoint will also need copies of, or access to, any electronic financial records you may have. It's good practice to save these to a clearly named folder and keep a backup. Ask your appointee to read the paperwork sections of *The Everies Book* so they'll know the overall picture of what you're trying to achieve, and will act in your best interests.

I strongly encourage you to learn the basic Daily Deskwork, though, as it empowers you to understand what's happening with your money and civic (related to you as a citizen) communications – official letters, bank statements & notices, etc.

## Notes

## Review'n'Plan worksheets

The next pages provide an outline of how to maintain regular review of progress against your original plans. These are expanded in the Planner into both a worksheet and planning form for each review stage. You can choose which to use at any time – the outline, worksheet &/or form. Stick to one method or mix and match as your logistics ebb and flow. Be as specific or general as is fitting for the type of project(s) you're doing.

### **Weekly Review'n'Plan**

Review last week's progress against its Weekly Plan. Bring steps forward & incorporate priorities into a new Weekly Plan.

**Diarise these directly into FYPP Planner day boxes.**

### **Monthly Review'n'Plan**

Review last month's progress against its Monthly Plan. Bring steps forward & incorporate priorities into a new Monthly Plan.

#### **1. Review**

#### **2. Plan**

#### **3. Expand on these if needed, using the Monthly Plan form.**

## Quarterly Review'n'Plan

Review project progress & Everies upkeep against your last Quarterly Plan to clarify the next quarter's priorities.

### 1. Review:

Write down the main steps to be done on these, and what else you'd like to accomplish by the end of this quarter (whether financial, calendar or a custom 3-month period).

2. Set **this quarter's overall priorities, with your Pet Project at the top** (general notes about it can go here, with **more detail in the Quarterly Plan form** in the FYPP Planner.)

Rough costing of these priorities (and any other significant outputs predicted for the quarter:

### 3. Diarise quarterly activities, deadlines, funds & milestones required.

Now your project work will start in earnest!

Doing the Program steps up to this point provided you with a 4-stage plan to get your project or projects completed within a year.

From this point forward, most of the lesson steps will be written by you! There'll be a brief coaching lesson at the start, followed by a space for you to write in the actions that are specific to your own project – your 'project-proper' planning.

At any review points mentioned in the Workbook, turn to the matching place in the Planner and complete the monitoring and follow-on Plans using your **My Own Project Notes** (explained soon) and the Write Your Own Everies list you compiled earlier.

Each week, you'll review progress and further the plan; each month you'll do that, too, and each quarter. In this way, your Annual Plan is continually being attended to and you are mindfully working towards the goals you've set yourself by implementing this coordinated project work.

You have lots of tools and good practices to draw on now. Go ahead and use them!

## **Lesson 11c Establish project Stage 1.**

Physically work on Stage 1 of your Pet Project.

'Stage 1' here means whatever you need to accomplish in the first quarter of the year on your projects and associated Everies. That is, we're really focussing on projects, but you'll no doubt have in mind further expectations for different areas of your life.

Although these other factors and Everies will come into it, I'll stick to talking about your project, since that's what you've hired my Program for! Let the Write Your Own Everies list and The Everies Book guide you on non-project demands.

As a model, Stage 1 refers to the establishment stage of the entire Pet Project. Given that you have a choice of 1-4 projects within that, a stage may represent and 1<sup>st</sup>-quarter breakdown of what you intend to accomplish.

For this quarter, most of your workout will already have been entered into your Planner in the form of the Annual Plan, Quarterly Plan and the first Monthly Plan. If you started more than a week ago, you should also have at least 1 Weekly Plan sketched into the Planner.

All these will guide you in what you need to physically do on Stage 1 of your plans. (I know I keep on saying 'physically do' when 'do' should suffice, but I really want to emphasise the physicality of getting things *done*. Token efforts and 'busy-ness' won't be enough.)

Back to the point: You will still need to break micro-tasks down to predict and input the day-to-day tasks necessary to keep the project on track. These are your daily diary entries, many of which will have been shorthanded in as part of your longer-term planning and will simply need filling out as you go along. If you're using a separate diary as well as the Planner, you don't have to re-write entries; just expand them into your diary when you need more detail. (Be sure to date any box you use in the perpetual Planner to make cross-referencing easy.)

Detail phases of your projects-proper in the My Own Project Notes sections provided. In other words, this is where your own lessons begin bridging over from my lessons. From here onwards, my lessons tend to point you back to yours 😊

Review your own FYPP Planner entries regularly, comparing them with your Workbook Notes so you clearly know what to do at each project appointment and won't waste time getting oriented.

### Progress tips

- Turn up to your own appointments and follow your own agenda!
  - If any appointments are broken unavoidably, be conscientious about making up time before the next one is due, so that you never fall behind by more than 1 week. (You did factor in holidays and special events, right?)
- Read your One-Page Coach often.
  - Correct minor delays using that.
- If things fall further back, turn to the RE-FOCUS CHECKLIST in The Everies Book or the Printouts Sheaf and work through that until you're progressing well again.

### My Stage 1 Extra Project Notes

Diarise new steps into your Planner and carry out Stage 1 of your Pet Project.

## Quarter 1/Stage 1 Review

At the end of Month 3 (or earlier), do the quarterly Review'n'Plan steps in the Planner.

(You can also use these Workbook spaces for notes or diagrams if you want, but they're really just a signal that you are meant to pause and do some writing at least somewhere!)

## Lesson 12 Set, Project Stage 2

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Review & declutter for improved performance.

FYPP

Quarter

2

## **Lesson 12a Check in on progress effectively.**

When you step back at this point and look over the progress made, you'll likely see a lot of half-done elements and a certain amount of disorder forming. This 'worse before it's better' phase requires a cool eye to assess in a way that helps you move forward.

That's what the review forms are for. Complete these even when they seem tiresome, so that you are making decisions based on facts and benchmarks rather than opinion or moods.

All you are looking for at the start of Quarter 2 is that your Quarter 1 actions are completed, you are keeping your project appointments, and the essential Everies are being maintained.

If you're getting any negative feedback about changes you're causing, listen with interest.

Those comments can be an excellent guide to prioritising. E.g., you may think it's terribly important to keep your email inbox empty, yet no-one seems too concerned about answering *you* in a hurry. Meanwhile, your spouse complains you've stopped talking in the evenings. Solution? Reduce email time and increase partner time. Easy! Your project has not been remotely jeopardised by that feedback ;-)

On project work itself, you may be spending a lot of time on correcting yourself as you go along. If you glance at the Contents list for this workbook, you'll see you don't need to start reviewing progress so stringently until later lessons. Even then, you must take more steps forward than backward. Stick to the focus of each lesson.

Stick to that same rationale at all review points – keep them factual and supportive.

My Stage 2 Project Phases

## ***Lesson 12b Declutter for improved focus.***

Now, about those half-done elements and mounting disorder. Your early project work has probably caused a new round of clutter to form or become apparent. No problem!

Use Nutshell Decluttering to further streamline your work area and general environment, with particular attention to anything impairing your Pet Project focus or key aspects of your Annual Plan.

My Stage 2, Phase 1 Project Steps

Diarise these into your Planner and carry out Phase 1 of Stage 2.

## Monthly Review

Do the monthly Review'n'Plan steps in the Planner.

## **Lesson 12c Move projects through Stage 2.**

This step is self-explanatory 😊

Just keep going and move the project forward as you've planned for this quarter. You should aim to have it about half-done by the end of these 3 months.

My Stage 2, Phase 2 Project Steps

Diarise and carry out Phase 2 of Stage 2.

## Monthly Review

Do the monthly Review'n'Plan steps in the Planner

## ***Lesson 12d Take During Snapshot and attend to lags.***

My Stage 2, Phase 3 Project Steps

Diarise and carry out Phase 3 of Stage 2.

At the end of this month:

Take a During Snapshot using the same measures you used for the Before. Add any new benchmarks.

Complete the Quarterly Review sheet.

Study the Snapshot and Review. Attend to any lagging factors, such as funds running low or overdue reporting deadlines or any paperwork backlogs. Whether project-related or not, these must be dealt with before they threaten your project time and other resources.



## ***'During' Snapshot***

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Condition of Pet Project(s):

Health & fitness \_\_\_\_\_

Figure/physique \_\_\_\_\_

Grooming & presentation \_\_\_\_\_

Typical mood \_\_\_\_\_

Relationships \_\_\_\_\_

Work satisfaction \_\_\_\_\_

Finances \_\_\_\_\_

Lifestyle/standard of living \_\_\_\_\_

Your 'something bigger' \_\_\_\_\_

Pictures of you & yours:

Pictures of your living quarters:

Pictures of pets, important possessions/creations, or any other progress markers

## Quarter 2/Stage 2 (or Half-yearly) Review

Review project progress & Everies upkeep against your Quarterly & Annual Plans to clarify the next **quarter's** priorities.

### 1. Review:

Write down the main steps to be done on these, and what else you'd like to accomplish by the end of the quarter (whether financial, calendar or a custom 3-month period).

2. Set **the quarter's overall priorities, with your Pet Project at the top** (general notes can go here, with more detail in the Plan form)

Rough costing of these priorities (and any other significant extra expenses predicted for the quarter.

3. **Diarise quarterly activities, deadlines, funds & milestones required.**

## Lesson 13 Set, Project Stage 3

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Manage & predict change.

FYPP

Quarter

3

## Summarise and Report

Complete a During Shared Assessment Tool and email it to [info@inspectorross.com.au](mailto:info@inspectorross.com.au)

I really look forward to seeing this!

### Notes

[Now that you are getting the hang of this planning & diarising routine, shorter planning sessions might be sufficient, but make sure you don't skimp on however much you need to do to proceed confidently.]

## **Lesson 13a**

### ***Rearrange routines & paperwork for improved outcomes.***

By this point, you may have gotten into a new flurry of paperwork and scrambled routines. Bring these under control by rearranging (or resurrecting) Everies, while applying Nutshell Decluttering skills along with more attentive Planner management.

You may also need to project further into the future in terms of lining up activities more carefully. What is coming up this quarter in project work, and how busy are you going to get with other activities? This should be fairly standard thinking for you by now, but this quarter represents the infamous 'hump' of projects – the saggy mid-section where it can seem all work and no play. You can lose sight of the end result you were after and wonder why you ever bothered starting. Your commitment may be sorely tested.

Re-read your beginning paperwork – especially the Annual Plan and Final Selections from Lesson 7. Remember that core of strength and potential for positive influence we tapped into in deciding on your projects? Remember, *it's not about the projects; it's about you*. Carrying forward with your plans is a means to developing all that's best in you. Even if those you care about don't seem to care about your project – even if *you* don't (!), they and you will nonetheless benefit when *you carry through*. Okay?

Review the Pledge you made at the beginning and deal with any tendency to slack off or doubt the process. Physically deal with it – get up and take a project or Everies action.

This is very much a wax on/wax off phase. If you can delegate anything, by all means do – but keep turning out those project steps and helpful Everies.

**My Stage 3 Project Phases**

## Stage 3, Phase 1 Project Steps

Diarise and carry out the Phase 1 steps of Stage 3.

### Monthly Review

Do the monthly Review'n'Plan steps in the Planner

## **Lesson 13b Sign off Stage 3 project steps.**

With the steady work you've been putting in, you'll be closer to meeting your Stage 3 Targets. It's important to direct your focus to getting these specific actions signed off.

In the grunt work of this hard labour phase, the risk of wandering off course is as great as the risk of stopping or backsliding. Avoid detouring off on more interesting parts of the project.

On the other hand, notice when you feel compelled to do that, and *schedule in* an *extra* slot here and there to do one of those interesting bits outside your usual project work. In this way, you can maintain interest, make extra progress, and reward yourself for staying on track the rest of the time.

Browse The Everies Book self-care sections and apply some that appeal to you. Stay strong!

My Stage 3, Phase 2 Project Steps

Diarise and carry out Phase 2 of Stage 3.

## Monthly Review

Do the monthly Review'n'Plan steps in the Planner

## **Lesson 13c**

### ***Rebalance faltering commitments and new developments.***

This step may not be needed if all went well with the previous step.

However, if you were faltering, or objected to renewing the pledge or found it hard to commit to, there could be a need for rebalancing.

Further, your hard work and persistence may have turned up new pennies! Note any new developments or faltering commitments below, with a plan of how you'll tackle them. When rebalancing all your routines in this situation, it may mean juggling at a faster pace, or it may mean, *coordinating at a less hectic pace*. It's up to you to work out which it is.

Faltering commitments/new developments	How to rebalance these

Diarise per above as applicable, and continue working on Phase 2 of Stage 3.

## **Lesson 13d Review progress more stringently.**

When doing your next Quarterly Review, be more exacting with your observations and follow these up with plans to make sure everything comes together the way you envisage.

Start to pay more attention to the *quality* of your project work as well as the quantity. You can start making edits or touch-ups here without losing momentum. Do what comes to mind but favour being productive over being reflective. Just begin smoothing things out.

That's really all for this lesson!

Recognise that you're entering the big-deadline quarter and pay it the attention it deserves.

My Stage 3, Phase 3 Project Steps

Diarise and carry out Phase 3 of Stage 3.

## Quarter 3/Stage 3 Review

Review project progress & Everies upkeep against your Quarterly & Annual Plans to clarify the next **quarter's** priorities.

### 1. Review:

Write down the main steps to be done on these, and what else you'd like to accomplish by the end of the quarter (whether financial, calendar or a custom 3-month period).

2. Set **this quarter's overall priorities, with your Pet Project at the top** (general notes can go here, with more detail in the Plan form)

Rough costing of these priorities (and any other significant extra expenses predicted for the quarter).

3. Diarise quarterly activities, deadlines, funds & milestones required.



## Lesson 14 set, Project Stage 4

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Recognise progress and redouble efforts.

FYPP

Quarter

4

## **Lesson 14a Bear down on Stage 4 of project(s).**

In this final stage, you can see the end result taking shape, and it looks 'nearly done'. Yet that old saying, 'the devil is in the details' might have been meant for this scenario. There's always more to do at the end than you think there will be!

So, bear down on the work involved. Stick even more tightly to the schedule, catch any loose ends before anything unravels, watch progress like a hawk, and stay on top of Everies.

Especially, don't let your project's standards or quality drop. You might be feeling a bit sick of the whole thing and just want it to be over! Maintain all the good input you've been doing. If you must cut corners, restrict that tendency to easing up on Everies that can truly wait, or to time-devouring leisure activities that aren't actually refreshing.

Stay proud of your project work and all the things you're doing surrounding it.

**My Stage 4 Project Phases**

Stage 4, Phase 1 Steps

[Do I need more detail to stay on top of things in this semi-final stage? \_\_\_\_\_ ]

Diarise these and carry out Phase 1 of Stage 4

## Monthly Review

Do the monthly Review'n'Plan steps in the Planner

## **Lesson 14b Declutter recurring sources of distraction.**

Firstly, pick up any degeneration that's crept in:

- a. Plug up resource leaks (wastage of water, food, money, etc.).
- b. Fix the worst of any Everies backslides such as grotty spots and unhandled 'real' mail.
- c. Apply TLC (tender, loving care) to neglected relationships/contacts, preferably in person.  
E.g., drop real postcards in the mail for dear-but-distant friends not on social media ;-)

### Notes

Stage 4, Phase 2 Steps

Diarise and begin Phase 2 of Stage 4 , incorporating Lesson 14b steps as needed.

## Non-stuff Decluttering

Throughout the year, you've been decluttering gradually and creating project sign-offs. Some of those efforts may have created disorder in other areas, including personal conflicts. For our purposes, we can consider these to simply be different types of clutter. At this stage of your progress, you can begin to use decluttering on a wider range of clutter types.

Sources of distraction to your project and the smooth operation of your Everies can take the form of habits, social situations, body issues, neighbourhood dramas – anything you can think of could pop up. I mention this here because the closer you get to completion and success, the more resistance you may encounter.

Here are a few tips for how to deal with this non-stuff clutter.

### *Intangible-yet-vaguely bothersome (bad 'vibes')*

Look closer. Somewhere in any area of your project or workspace or personal, daily experience there will be associated 'stuff' you *can* declutter in the ordinary way, as well as non-stuff obvious downers with their own associated physical clutter. These could be problem phone calls, disturbing social media posts, mind-numbing television shows, uncomfortable temperatures, lumpy computer seats, etc., etc. – you name it, it could be enough to distract you or at least slow you down.

- Refer to the Nutshell Decluttering section and apply it to the physical elements associated with distractions, dis-incentives or other bad vibes.

### Notes

Continuing Phase 2 of Stage 4, also diarise and action further 14b steps as needed.

*Intangible but obvious*

Occasionally, it's a bit worse. Actual conflict may break out or serious issues arise. They may be related to your project work or they may be an unfortunate coincidence. Either way, you can keep afloat with proactive steps. *In addition to* any competent professional advice you may seek, here's a suggestion for how to use decluttering to help defuse things.

a. Detect & resolve any substance misuse – preferably *before* it becomes an abuse.

- The 'substance' could be anything, from sugar to alcohol to drugs (including over the counter medicine and sleeping pills) Consider any substance over-indulged in as yet another source of clutter that can impact negatively on your life. The 'over-ness' of the indulgence would depend on the substance and its potential for ill effects. In some cases, once can be too often. Use a copy of the Timer Sheet to monitor any substances under suspicion, and manage them back to healthy levels.

b. Break bad habits.

- I'll let you decide what these are 😊 You can often benefit more by using the Timer Sheet in reverse for these, focussing on replacement *good* habits. E.g., to break a habit of not eating enough vegetables, record every time they *are* eaten and try to build it up.

c. Declutter toxic relationships – used here to mean *mend, repurpose or unhitch* relationships that harm you, the other person, or others. There are a number of formal ways to deal with toxic relationships, and depending on your circumstances, you may need to follow those exactly.

If you have no access to formal ways, or otherwise find yourself on your own with the problem, you can try a decluttering approach that I find effective and gentle. Many self-help books tell you to ditch people who get in the way. That skips a lot of stages. Besides, when it comes to difficult people there always seems to be a replacement stepping in as soon as you've written one off! I find it more useful to take the 360° approach, looking at the relationship from all angles.

- To help you decide whether to mend, repurpose or unhitch, consider first your own part in how the relationship operates. If you feel less than great about your side of things, try *mending* that first. The 'bad vibes' information above may help here, or the giving of a heartfelt apology. If you're not practiced at saying sorry without making excuses (and

it does take practice), at least stick to the plan of behaving well both toward the other person *and behind their back*. No gossiping or undermining.

This works even if they continue being toxic. A clear conscience will help you make a wiser decision about whether to repurpose or unhitch.

- To *repurpose*: Change the main focus of the relationship. E.g., if you always get into strife by mentioning a particular topic, find something else to talk about with that person; or experiment with becoming more *listener* than *talker*. (Or vice-versa if the imbalance is in reverse.)

Take the initiative to change whatever isn't working between you, without emotion dumping. They could be quite ignorant of the effect they have on others, so stay even-tempered. Yet remember this all the more so if you think their toxicity deliberate – don't rise to the bait. Break out of any unhealthy games going on.

- To *unhitch*: This can be a difficult one. Unless we're talking about a mere acquaintance, it's usually better – or necessary, as in the workplace or live-in family – to try to keep communication possible. *Usually*, but not always.

Therefore, first verify that you have sincerely tried to *mend* or *repurpose* the relationship. This can take several or many interactions, so don't brush it off. Keep trying and count your wins as you go. If there are no wins – you have given it an honest effort and nothing worked, you might conclude that it's time to unhitch.

Hmmm:

What will the ramifications be? None? Fine! Move out of that person's circles, or move them out of yours. If it looks risky<sup>11</sup>, complicated or messy, reassess how you've managed it so far. Can you do more in practical terms?

Have you overlooked a source of friction between you? Is there someone or something else influencing the relationship? Should you address *that* connection instead? No? If still convinced a complex unhitching is worth the trouble, you will need to come up with ideas for damage control. Again, seek adequate professional advice about this.

Where the following strategy is possible (not recommended with highly possessive people – see the IMPORTANT footnote), you can minimise risk if you gradually lessen contact until the relationship no longer exerts its toxic effect, all the while sticking to the 'mend &/or repurpose' strategy. Keep your manners & behaviour impeccable. Somewhere along the line, it just might fix itself and you can get along again on different terms. If not, let it fade out. Fill the void with positive new contacts.

## Notes

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<sup>11</sup> **IMPORTANT:** Naturally, if toxicity takes the form of violence or other threats, put safety first. This, however, includes *taking especial care with any decision to unhitch*. **Seek professional advice appropriate for the type of relationship and level of threat.** Continue to declutter calmly and routinely (with ordinary Everies – never underestimating how helpful this can be), and to mend &/or repurpose as steadily as you can meanwhile.

Perhaps most importantly, persevere with your own project. Help the other party with theirs, if that's practical, but don't put *their* project ahead of yours – in time, expense, effort or attention. With persistence, these strengthening and defusing actions can ease tensions enough for both parties to resolve issues, or to amicably part ways and move on.

## Non-stuff clutter that won't budge

If it is too difficult to address any of this non-stuff clutter, use Timer Sheets to record contact (or incidents, exposure) for at least 10 days. Then review the possibilities for managing.

For cyclic clutter &/or toxicity (binge drinking, etc.), monitoring will take longer. Record for 21 days or longer until a pattern emerges. Look in the pattern for sources of clutter or toxic behaviour that can be addressed with decluttering, along with getting any competent, evidence-based, professional treatment required.

For example, a person who goes on a binge of any sort when they're in undiagnosed physical pain will need medical assistance to untangle the centre of that 'clutter'. Tackling the bingeing alone in that situation may miss the mark and prolong the person's underlying physical ailment.

Recording factually will help you view any troublesome situation honestly, and better see ways you can gain control over it. It will also help in the event that you end up enlisting professionals to step in. They'll have some facts to work with and so will you.

### Notes

## Monthly Review

Do the monthly Review'n'Plan steps in the Planner

Now, let's lighten up!

## Regain energy

### *Energise your space*

- Give the whole house a once-over tidy-up.
- Use an all-natural, all-purpose cleaner to rapidly freshen up & unify spaces. As a guide to where to use it for this step, read the list of possible surfaces on the bottle's label!

### *Energise yourself*

Further, you may need to build in a mini-break from project work, to loosen up a fixed mindset that in itself can detract from your best performance.

Consider spending time on a different type of activity altogether for a few days – outdoors if your project is inside; indoors if you've been toughing it out in the yard; away from home for a break, or staying at home if the project has kept you from the family. You get the idea: Do the opposite so your body movements get a break as well as your mind and mood.

That should cover most types of distraction that turn up at this stage of worthwhile projects.

## My Stage 4, Phase 3 Project Steps

Diarise and carry out Phase 3 of Stage 4.

## Monthly Review

Do the monthly Review'n'Plan steps in the Planner

## **Lesson 14c Prepare for payoffs.**

At this stage of your project, you should have a pretty good idea of the potential consequences of, and payoffs for, completing it. It is wise to take advantage of this insight and prepare accordingly.

For example, if you foresee any difficulties, head them off at the pass. If you anticipate tangible rewards whether financial or situational, prepare yourself for these.

How? It all depends on your circumstances, but whether the situation you predict is worrying or beneficial, it can be optimised – turned to optimum advantage for all concerned, or offset – counter-balanced with something that will reduce ill-effects and improve things.

This definitely includes how to manage the low one can get after a high of accomplishment. How will you prevent or 'treat' that to keep your spirits up and your movement ever-forward? Decluttering anything is a great first line of defence. Browse The Everies Book for other ideas. E.g., V-G Monthlies 2, VII-E Pamper Kit; anything from section X Yearlies, XII-B Image, and of course The One Page Coach. The best way of all is to print out another FYPP Program Lesson Checklist & Overview and get busy on next year's Pet Project!

Use the space below to list the good, the bad and the uncertain changes that may occur as you reach the end of your project. Then work out strategies to keep you ahead of each one.

What might happen as the project ends?	How can I optimise or offset that?

(Continued)

What might happen as the project ends?	How can I optimise or offset that?

Diarise per above and carry out relevant actions while completing Phase 3 of Stage 4.

## Stage 4 Review

Review the condition of your project at Stage 4 of its progress. This is a review against your own project plans for this stage, regardless of overall plans for the quarter.

Ideally, you will have reached this stage before the end of the 4<sup>th</sup> quarter-proper. That is, 10-11 months after you started the Program. It's the point in a project where it's 'more or less' finished, but there are further layers of 'finishing' to achieve to produce that fantastic feeling of completion that lets you proudly move on to the next project.

If you're running behind time (in the 12<sup>th</sup> month), don't panic! You have a choice of actions here: Unless someone else seriously needs you to meet a deadline – such as for an exhibition or publication date<sup>12</sup>, it's okay to extend your first attempt at the FYPP Program past the 12-month expectation. You can either carry on into another quarter until your original Stage 4 steps are done, then move onto the next lesson to polish things up; or you can stumble through (!) the remaining lessons somehow and see how far you get.

Then you can draw up new plans for continuing the project into another round of the Program. You won't be charged more, as future FYPP Planners are free<sup>13</sup> to graduates of the FYPP Program. Just email and let me know what's happening.

You can also scan ahead through Lesson 15 to see what's left on the Program.

If you're on target, fantastic! Keep going.

### My Project Notes in Light of Review

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<sup>12</sup> If this is actually the case, call in help to manage your Everies while you burn the midnight oil finishing!! If there's any risk of not meeting a deadline that others depend on, be up-front with the person(s) involved and negotiate how to proceed. You can also email me. Although the FYPP Program was intended for personal projects only, I'm happy to hear how you got into this situation (!) and will help you come up with a solution if I can.

<sup>13</sup> As long as I and/or Inspector Ross are functioning in the same capacity as when this Program was written.

Diarise as appropriate.

**PART V: Finish**

Finish  
Your  
Pet Project

## Lesson 15 set: Discover what finishing really means.

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### **Lesson 15a Complete project steps.**

Depending on your timeline, this lesson set may be getting squeezed in at the very end of Quarter 4, or you may have the entire last month at your disposal. Take it upon yourself to make the best progress you can in whatever time is left of your first dedicated project year 😊

#### Complete project steps.

This is where you go all out to manifest the desired result from your year's efforts. Put in extra time if you can. Enlist help. Delegate Everies. Watch less TV. Pause social media except for those channels most helpful to completion of your project(s). Those last may include essential networks along with future audiences for what you've been working on.

Invite cheerleaders over to keep you fed and humoured. Even if something has happened along the way that means you won't humanly be able to finish in time, set a sub-level of completion you think you really can do and push toward that. Glance again at your Transformation Snapshot to help prioritise efforts. At this stage, the so-so lines will probably bear fruit by just continuing into next year's carry-forwards. Keep those ticking over while you attend to the *closest* and *furthest* likelihoods. How? Focus on those closest to a great After result while picking up what you can salvage of the further lines so they're at least in better shape to be tackled successfully next year.

For example, this project of mine to complete these Program materials for you is behind schedule but can still be finished in time if I work harder. My household Everies, however, are so-so, and the garden is quite woeful. (I took on too many projects so that most of this work has had to be done after-after-hours! Hence my strong encouragement that you pick no more than 4 for the year. Something else will always come up!) Therefore, I will keep going on the Program preparation, keep household Everies coasting at 'acceptable', and devote extra time before summer heat sets in to at least declutter the garden.

So, some Everies may have to drop off temporarily, but don't ignore your Planner. Refer to it even more carefully so you will know where you can afford to trim activities and whether there are vital Everies you must attend to during project breaks.

If you're in the lucky/clever position of feeling content that you'll easily finish, don't let up momentum. That 11<sup>th</sup> hour before deadlines can be a magnet for trouble! Aim to finish well *before* time.

## Finalising Project Notes

Diarise and carry out your finalising steps.

## **Lesson 15b     Add finishing touches to project.**

So, you thought you were finished, huh? Chances are, your Pet Project may be 'finished' in bulk terms, but is sporting loose ends, rough edges, and general lack of polish.

Take a short breather from it. I know that's hard on either count – 'short' is hard if you're sick of working on it, and a breather is hard if you're frantic to completely finish.

You should still take a short breather once you're up to this very last phase.

The reason is that to put nice finishing touches on your project, or even on some Everies you've been prioritizing, it helps if you can view them with a fresh eye and renewed energy. Browse The Everies Book for ideas on how to vary your activities for a day or 3, then come back and raise your project's quality.

Make an appointment in your Planner for when you'll return to add those finishing touches.

...

When you come back to it – and this is super-important to keep one's inner critic from taking over – set yourself a deadline for when you will *stop* perfecting it. We Organisers have a saying that *done is better than perfect*. 'Perfectly done' is, of course, wonderful – until a project never sees the light of day due to endless, dissatisfied tinkering. I'm a master of that, so I understand, but what we're after in this phase is a tweak, not an overhaul.

If you're not happy with the quality of an otherwise complete project, make the most obvious improvements within your editing/polishing timeframe and keep a running list of expensive or time-consuming to-do's for a future upgrade. This list is great! I use a to-do notebook as a mouse pad. Not only can I capture those distractive side-thoughts about other matters, I can calm the inner critic by blurting out my every idea for improvement. This has the longer-term benefit of keeping one step ahead of *external* critics. There's very little they could say that I hadn't already thought of. Further, I can better judge constructive criticism then, and can be quite impressed if someone does suggest something I hadn't noticed. "Wow. I missed that one." Contrary creatures, aren't we?

Write the deadline in your Planner, bearing in mind that there are 3 more lessons after that.

Now tweak your project before the deadline.

## ***Lesson 15c Put your toys away.***

Hoorah! How did your Pet Project turn out?

To show it off in its best light and to give you a greater feeling of completion, you'll need a clean, clear space from which to communicate your project to others (coming up in a couple of lessons' time.)

One thing I can be fairly sure of if you've been sincerely working on this Program, is that you will have an array of creative clutter ('toys') built up in your project space, perhaps spilling over into the rest of the home or further.

Now it's time to take a long stretch, a deep sigh, and put your toys away.

Use the Nutshell Decluttering method on these, just like any other clutter. Clean the keepers so they don't spoil in storage, put them back in place or stow them for the next project, recycle or discard others if they've served their purpose.

Another aspect of this decluttering is to dust off any stuff or non-stuff (like valued relationships) that got sidelined by your project and associated toys. This is where you'll be very glad if you'd been maintaining Everies with reasonable care.

If you hadn't, and any situations need extra TLC, add management of those to your to-do list mentioned in the last lesson. These can be given higher priority in your new Annual Plan.

### **TLC Notes**

For now, put your toys away.

## Lesson 15d Take 'After' Snapshot.

### Take 'After' Snapshot

Before you celebrate, take a full After Snapshot. Pull out your Before & During Snapshots and be sure to use similar measures on the After form to record the new condition of things. If you used words before, use words again; if you used photos or sketches, use the same method as you did before. You can add *more* ways, but do draw a fair comparison with the original representations.

If you are willing to share your progressive Snapshots – even partially, I'd be overjoyed to see the changes you've made!

### Further End-of-Year Project Notes!

Use this space to record anything that came to mind about progress you've made, steps to be carried forward, or any follow-on projects you're considering:

## 'After' Snapshot

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Condition of Pet Project(s):

Health & fitness \_\_\_\_\_

Figure/physique \_\_\_\_\_

Grooming & presentation \_\_\_\_\_

Typical mood \_\_\_\_\_

Relationships \_\_\_\_\_

Work satisfaction \_\_\_\_\_

Finances \_\_\_\_\_

Lifestyle/standard of living \_\_\_\_\_

Your 'something bigger' \_\_\_\_\_

Pictures of you & yours:

Pictures of your living quarters:

Pictures/screenshots of pets, important possessions/creations, or any other progress markers:



How does your After Snapshot compare with previous Snapshots?

This step is important! Don't make assumptions or take anything for granted.

Compare line-for-line with each snapshot in this order, and summarise your analyses here:

1. Transformation Snapshots

2. During Snapshot

3. Before Snapshot

4. Any Random Snapshots

Have you drawn any conclusions?

- About the year's performance:

- About how to proceed:

What to do if completion looks a long way off.

If you didn't get far enough to move onto the next lesson yet, and you feel it will take a few months or more, use this space to round up the loose ends. You can then either a) insert an additional phase to bring it all together over a slightly longer timeframe – and just keep going, or b) incorporate these loose ends, along with next year's aims, into a brand-new round of the Finish Your Pet Project system, completing this lesson and then skipping to the "Repeat, with newfound skills!" step.

There is a third option I would strongly encourage you to consider so that you can continue with all lessons and complete the Program on time even if your Pet Project will take longer: Gather close friends or family around and showcase the progress you have already made. This can be a great booster if you choose a supportive audience. They can often come up with great ideas to help you along, too.

In view of that possibility, I've supplied a nice, clean sheet on the next page for you to neatly list the carry-over notes to use as part of your showcase.

And, if necessary...

[...you can spit your private chips here:](#)

If you still need to toss ideas around here, please email me with any questions. I feel the most important thing at this stage of progress is to close the year out with a feeling of accomplishment, so that you'll carry on and truly Finish Your Pet Project. I'm very happy to hear from you if you want help deciding on which of the 3 ways to proceed.

Carry-Forward Project Notes



## Summarise and Report

The final lesson of communicating your work – even if your project as a creation is thoroughly finished – may take a little while into the next year, becoming part of your new Annual Plan, so let's grab this opportunity beforehand to check in on how life's looking. More feedback can be given after the next lesson.

Complete an *After Shared Assessment Tool* and email it to [info@inspectorross.com.au](mailto:info@inspectorross.com.au)

Complete a final FYPP Feedback Form & submit it to [Inspector Ross](#)

## **Lesson 15e** *Display, deliver or share your finished project.*

Depending on the nature of your Pet Project, this step may be short and sweet – inviting people over to look at it – or it may spell the beginning of a whole new Pet Project – like marketing a novel, or building a new business!

Therefore, this lesson is to be written by you. Whether you write rough notes or a structured format is up to you and your project's promotional dictates.

Write a mini-project for how you're going to display, deliver or share your finished project(s).

We'll call this your Show-off Mini-Project!

Don't shy away from this step. You've been outputting a lot of work, emotion and resources. Now it's time to get some input, whether of opinion, try-out feedback, or maybe even sales! Definitely include your chief supporters in the first audience.

If you're nervous about sharing it more widely than that, move out to the next kind audience a friendly neighbour or a trusted mentor in your project's field. Let me know if you have trouble and I'll do my best to help, with the understanding that I may not be familiar with your particular project's area. I'll have to call on my librarian skills to try to point you in the right direction 😊

### **Figuring-out Notes**

# ***My Show-off Mini-Project***



Display, deliver or share your finished project.

Carry out your Show-off Mini Project to display, deliver or share your finished Pet Project!

If you predict the emotional intelligence of your widening audience circles well, you'll eventually be steeled to even rotten tomatoes 😊 Still, expect the unexpected at any level!

Accept praise and accolades graciously. Don't criticise your own work or apologise for it. That's not your job! If certain negative feedback has merit, accept it professionally. Make a note to consider it for quality upgrades on your *next* cycle through the Program steps. Don't kick yourself for not including it in this first release ;-) Keep moving *forward* on this lesson.

What to do with purely destructive feedback? See *Non-stuff Decluttering* covered earlier. Relegate those critics to further outposts next time. 😊

### Notes

Complete another FYPP Feedback Form if you like! Submit it to [Inspector Ross](#)



# FYPP Feedback Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Last lesson completed so far on Program: \_\_\_\_\_

*I do  OR do not  give permission for any of this feedback to be published, and if I do, please use the following method(s) of ID (select/enter 1 or more from each line):*

Full name  First name  Initials  OR Promotion Alias \_\_\_\_\_

+ Town  State  Country  Business name \_\_\_\_\_

What I've liked about the Program:

What I've liked less about it:

The Program helped me by/to:

I would have liked more help with:

My best takeaways from the Program are:

I wish I had learnt how to:

Additional comments/suggestions:

Thank you for your feedback.



## Annual Review of Year Ending \_\_\_\_\_, 20\_\_

Review progress against your last Annual Plan to clarify what's been done, what's in progress, and what is no longer relevant.

### 1. Review:

Write down the main steps to be done on carry-over steps, along with anything new to accomplish in general over the next 12 months. These are next Year's priorities, *so far*.

### 2. Set Initial Annual Priorities:

Estimated costs of these (and other significant extra outputs for the quarter ahead

**3. Mark the occasion of completing the year's work then come back and assess the new plateau you find yourself in.**

## Lesson 15f Celebrate!

Mark the occasion in some way. It doesn't have to be champagne and flowers but it could be, or even better! Depending on your project, this celebration may also be part of a launch or other debut. An appropriate celebration is entirely up to your judgement.

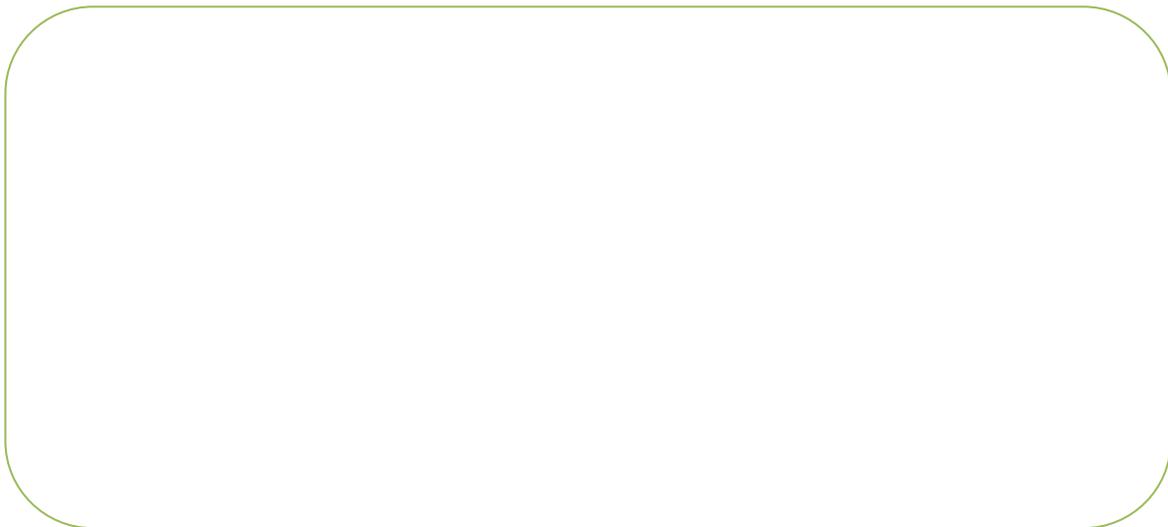
If you didn't yet finish your Pet Project, and the end of a year has rolled around, I hope you have nonetheless made better progress than before and had a great experience working towards aligning all the things that are most important to you. Any of these reasons are cause for celebration.

Therefore, my hearty congratulations to you for completing this Program and prioritising your own plans throughout the year despite all that life can do to throw you off course. If you sincerely applied most of the material, I'm sure you have obtained value from your efforts and now have useful tools to use in future<sup>14</sup>.

Send me a copy of your Snapshot comparison sheet if you like. Do remember to submit an update of your DecaChart/DecaWeb. I look forward to receiving it.

Celebrate any way you like, mindful of not undoing any of your hard-won achievements. Don't fall off a wagon or blow a budget! Make sure the reward encourages even greater success going forward.

Draw your own celebration graphic 😊



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<sup>14</sup> If you did *not* get satisfactory results, I definitely want to know! Please use the feedback form to detail the situation.

## Celebration suggestions

You could try one of these ideas from The Everies Book for something different:

- If you or your household have any unused musical instruments, tune them up and get their owners playing them, whether individually or in a rusty jam night. (Singing voices count as musical instruments, too.)
- Sitting around a log fire in cool weather is great for storytelling and sharing confidences, but if – like most urban-dwellers – you can't burn a real fire, have a candle-burning feast at a table instead. Bring out the marshmallows and tell campfire stories.
  - Mind the candles – you don't want them setting off the smoke alarm!
- Put your body through different hoops (after ensuring you are fit enough for safety's sake (remembering your preliminary Every of updating any medical checks, etc.).

Some suggestions:

- Go swimming, paddling, horse riding or bushwalking if you normally don't.

*Or pick your own adventure!*

End  
of  
This Year's  
Program.

## Repeat, with newfound skills!

Spend a day or 3 observing things newly.

Assess the new plateau of projects & Everies

### *Prepare from your new perspective.*

Having spent so long being focussed on last year's Pet Project and your first tilt at Everies, step back and take a wider view from your new perspective. Your efforts may have widened your social circles, or refined them. Your home may have or need new décor. Outside factors may have changed while you weren't looking.

Spend a day or 3 observing things newly

Travel around your usual routes like a tourist, really looking around and not just 'gazing out while thinking'. Travel around some new routes. Watch or read neglected or different media. Talk to familiar and unfamiliar people. Your project and Everies work may not have led you to the peak, but it's likely you'll find yourself on a new plateau.

I might as well have been time travelling with some of the projects I've taken on. I've surfaced after certain writing spells to experience mild culture shock! It's astonishing what you miss when your head is full of creative problem solving. Observing things newly establishes today's starting place, not yesterday's. That positions you to appreciate current resources, recognise new potential, and thus draw up better plans.

Assess the new plateau of projects & Everies

When you feel fully alert to current circumstances, proceed as follows:

- 1 Complete *Assess the new plateau of projects & Everies* at the end of the Planner.
- 2 Email for your next FYPP Planner (free to confirmed graduates of the FYPP Program).  
(More feedback is welcome at this point, too!)
- 3 Bring forward any incomplete project steps and add 1-4 new projects as you see fit.
- 4 Plan your new project(s) using the FYPP methodology just learnt.
- 5 Continue to update the Write-Your-Own-Everies sheets as your Everies ebb and flow.
- 6 Use that to diarise and do suitable Everies throughout the years ahead.
- 7 Keep *The Everies Book* nearby for ready reference.

**Enjoy your next Pet Project!**

## Glossary & End Matter

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See The Everies Book Glossary for terms used in this Program. New words used in the component parts have been defined at or soon after the time of first use, and/or footnoted.

### References, Bibliography & Webography

See The Everies Book closing pages for more of these used in, or inspiring, this Program. Where new resources were drawn upon, footnotes have been supplied in this Workbook.

### Further Reading

See The Everies Book for further reading on this subject.

If you haven't used your voucher yet, use it now to download the Learning Curve Bookmarks – these include mini-versions of the planning sheets to prompt you through your next year of projects with increased attention to Everies.

### Help

If you cannot find a definition or reference, or the answer to some other question raised by the FYPP Program, email [info@inspectorross.com.au](mailto:info@inspectorross.com.au) with your query and I'll do what I can to fix that.

Let me know how you go with future projects, using the Contact Form at [www.InspectorRoss.com.au/contact](http://www.InspectorRoss.com.au/contact).

If you would like to write a testimonial to let others know how this Program helped you, please use the form on the next page – and many thanks in advance for doing so!

*Thanks for participating!*

# FYPP Testimonial

Name \_\_\_\_\_ Date \_\_\_\_\_

Latest lesson completed on Program: \_\_\_\_\_

*I do  OR do not  give permission for my testimonial to be published, and if I do, please use the following method(s) of ID (select/enter 1 or more from each line):*

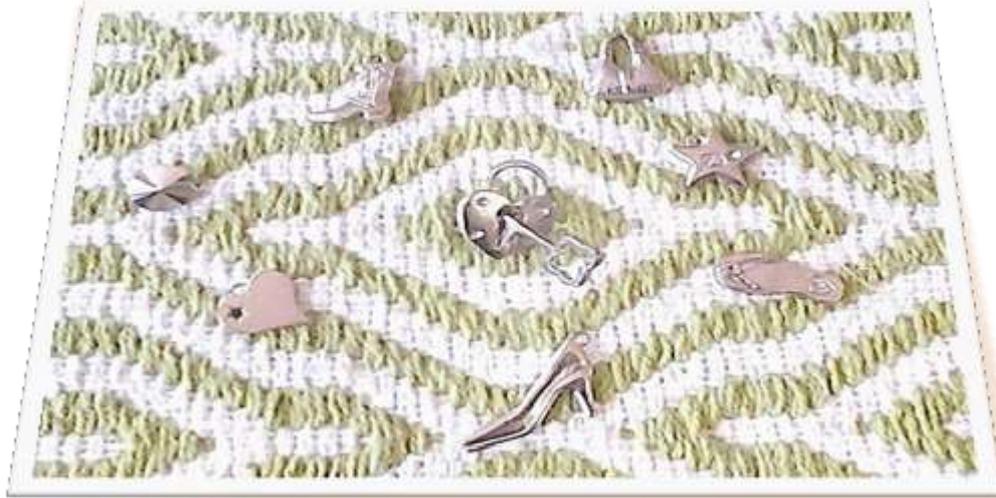
Full name  First name  Initials  OR Promotion Alias \_\_\_\_\_

+ Town  State  Country  Business name \_\_\_\_\_



Flip to the Overview & start again!





An Inspector Ross Publication

