

DBF OS — MASTER REFERENCE GUIDE

How the 7 Steps Tie Into Every Planning Session

Dream it. Write it. Build it. Live it.

INTRODUCTION — THE OPERATING SYSTEM IN MOTION

The DBF OS is not a goal-setting framework. Goal-setting is what the world does in January and abandons by February. **The DBF OS is an operating system** — a continuous loop that runs every cycle, every month, every week, every day. You set the goals once a cycle. But you run the system every day.

This guide is the operator's manual.

It maps the **7 Steps of the DBF OS** — DREAM → GOAL → PLAN → SYSTEM → HABIT → ACTION → COMMIT — across the **4 Cadences of the DBF Planning System**: Year, Quarter, Week, Day.

Each step shows up differently at each cadence. DREAM lives most deeply at the Year level. ACTION lives most deeply at the Day level. But every step is alive at every cadence — and skipping any step at any cadence breaks the loop.

This is what separates a DBF Mastermind member from someone who just "did some planning at the start of the year." Members run the loop. They never stop.

The Math

- **3 DBF Years** × 1 Year session = **3 deep goal-setting sessions** per calendar year
- **12 DBF Quarters** × 1 Monthly session = **12 monthly recalibrations** per year
- **52 DBF Weeks** × 1 Weekly session = **52 weekly resets** per year
- **365 DBF Days** × 1 Daily session = **365 daily executions** per year

That's **432 planning touchpoints per year**. Most people get one — the New Year's Resolution they wrote in a journal and forgot.

This is how you turn 3 years into 1.

"You don't rise to the level of your goals. You fall to the level of your environment." If your environment doesn't run a planning system, you won't run one either. Build the room. Build the rhythm. Build the loop.

THE 4 PLANNING SESSIONS — A QUICK REFRESHER

Before walking through each step, lock in the cadence framework.

DBF YEAR PLANNING SESSION

Frequency	1x every 4 months (3 per calendar year)
Duration	60–90 minutes (deep work)
Purpose	Lock the cycle — Big 3, Plan, Commit
Output	A complete 7-step plan for the next 120 days

DBF QUARTER PLANNING SESSION (Monthly)

Frequency	4x per cycle (12 per calendar year, 1x per DBF Quarter / month)
Duration	30 minutes
Purpose	Recalibrate based on Big 3 progress, set the next 30 days
Output	3 Monthly Milestones — one per Big 3

DBF WEEK PLANNING SESSION

Frequency	1x per week (~16 per cycle, ~52 per year) — Sundays standard
Duration	15–20 minutes

Purpose	Set the next 7 days from the monthly milestones
Output	3 Weekly Wins + a calendar that respects them

DBF DAY PLANNING SESSION

Frequency	Daily (~120 per cycle, 365 per year) — morning OR night before
Duration	5–10 minutes
Purpose	Pick Today's 2 and execute
Output	A clean run at the day with both outcomes blocked in time

THE 7 STEPS × 4 SESSIONS MATRIX

The full map. Read top to bottom.

	YEAR (1x/cycle)	QUARTER (1x/mo)	WEEK (Sundays)	DAY (Daily)
DREAM	Vision rebuild + Pillars Graph + 5 Clarity Qs	Vision check, energy check	2-min mental reset	60-sec visualization
GOAL	Lock the Big 3	Set 3 Monthly Milestones	Set 3 Weekly Wins	Pick Today's 2 (no new goals)
PLAN	Numbers cascade + 4-month calendar	Recalibrate numbers + month calendar	Block the week	Block today

	YEAR <i>(1x/cycle)</i>	QUARTER <i>(1x/mo)</i>	WEEK <i>(Sundays)</i>	DAY (Daily)
SYSTEM	Build accountability + tracking	Audit the system	Run check-in + tracking	The system runs you
HABIT	Define the habit layer	Habit review + adjust	Weekly habit count	Run habits + tick off
ACTION	Set the action framework	Action consistency review	Plan action blocks	DO IT
COMMIT	Hell Yes + Word + Mantra	Recommit	Mini recommit	Daily declaration

The depth of each step changes at each cadence. But none gets skipped. Skip any cell and the cell below it suffers.

Now we go step by step.

STEP 1 — DREAM

Your dream sets the ceiling. Your goals just chase it.

The Philosophy

Most planning systems start with goals. The DBF OS starts with the **Dream**. Why? Because goals without a dream are just to-dos. The Dream is the why behind the why. It's the answer to *"what is all this for?"*

When you Dream Big and Fast, you expand what you believe is possible AND you compress the timeline to make it real. That's the entire premise of DBF. The Dream isn't optional. It's the foundation.

The Dream operates at the **identity level** — who you are becoming, what your life looks like, what you stand for, what you refuse to settle for. Every cadence touches the Dream. The depth changes, but the touch is non-negotiable.

"Build the life, not just the business." The Dream step is where you remind yourself which one is the goal.

DREAM at the YEAR Session

This is where the Dream gets its full deep work. The other cadences just maintain it.

What you do

- **Run the Personal Pillars Graph.** Score each of your member-defined pillars 0–10 for "Last DBF Year" and "Today." The lowest is your leak — likely where this cycle's Big 3 needs to live.
- **Sit with the 5 Clarity Questions.** One at a time. Don't rush. Don't filter.
 1. *What does the best version of this DBF Year look like?*
 2. *What area of your life bothers you most when you actually sit with it?*
 3. *What's the move you keep thinking about but haven't pulled the trigger on?*
 4. *Where in your life are you playing smaller than you know you can?*
 5. *Who do you want to BE at the end of this DBF Year that you're not yet today?*
- **Write raw answers.** Messy is fine. Goals come next — Dream comes first.

Time

15–20 minutes inside the Year session.

Output

A pillar audit + raw vision answers that feed Step 2 (GOAL).

DREAM at the QUARTER (Monthly) Session

The Dream isn't relaunched every month. But it gets a check-in.

What you do

- **Vision check:** Re-read your Year-session Dream notes. Does it still feel true? Anything shifted?

- **Energy check:** Where are you energetically right now? If the Dream still aligns but your energy is depleted, that's a SYSTEM problem (Step 4) — not a GOAL problem.
- **One question:** *What did the last month teach me about my dream life?*

Time

5 minutes inside the Monthly session.

Output

A confirmation (or recalibration) of the Dream you set at the Year level.

DREAM at the WEEK Session

A 2-minute reconnection. Don't skip it.

What you do

- Re-read your **Word of the DBF Year** and **Mantra**.
- Ask: *Why does this week matter inside the bigger picture?*

Time

2 minutes inside the Sunday CEO Review.

Output

A felt sense of why this week's Wins matter — not just intellectual.

DREAM at the DAY Session

A 60-second visualization. Built into the daily session.

What you do

- Read your Word.
- Read your Mantra.
- Take 30 seconds to picture today going right.
- Take 30 seconds to remember what you're building toward.

Time

60 seconds.

Output

Cognitive priming. You walk into the day clear, not scrambling.

STEP 2 — GOAL

The Big 3 are the goals you'll fight for. Three. Not four. Not five. Three.

The Philosophy

Goals are the bridge between dreams and daily action. The DBF OS is built on the principle of **3 → 3 → 3 → 2**:

None

3 Big 3 Goals (Cycle)

↓

3 Monthly Milestones (Quarter)

↓

3 Weekly Wins (Week)

↓

Today's 2 (Day)

Why this discipline? Because **focus compounds and distraction divides**. If you have 7 cycle goals, 5 will languish. If you have 3, all 3 advance. The system is designed to keep you on the few things that matter.

The Big 3 are set once a cycle (at the Year session). Every level below them inherits its purpose from the level above. **Today's 2** doesn't exist independently — it traces back through the chain to one of your Big 3.

Action over intention. The goal you set is only as good as the daily action it produces.

GOAL at the YEAR Session

The full Big 3 lock-in. This is the heaviest goal-setting moment in the entire system.

What you do

- **Brainstorm goals across your Pillars.** This is the ideation pool — not goals to track, just the juice to surface what's possible. List 1–3 ideas per pillar. The brainstorm forces you to see the field before you commit.
- **Pick the 3 that matter most.** These are your Big 3 for the cycle. The rest of the brainstorm dies on the page.
- For each Big 3, run the **Importance Questions**:
 1. What does this mean if accomplished?
 2. What does this mean if NOT accomplished? (*This should be painful.*)
 3. What's the biggest thing standing in your way?
 4. How will you overcome it?
- Move to PLAN — turn each Big 3 into a number.

Time

30–40 minutes inside the Year session.

Output

3 Big 3 goals — each with a clear *why*, a pillar, and the readiness to be turned into numbers.

GOAL at the QUARTER (Monthly) Session

You don't set new cycle goals at the Monthly session. You set the **next month's milestones**.

What you do

- Look at each Big 3. Where are you on the cascade? On pace, behind, ahead?
- For each Big 3, write **1 Monthly Milestone** for the upcoming month — the specific outcome you'll hit by month's end that advances the Big 3.
- That gives you exactly **3 Monthly Milestones** (one per Big 3).
- Each Milestone needs its own number and deadline.
- If a Big 3 is significantly behind pace, the Monthly Milestone for it should be more aggressive.

Time

10–15 minutes inside the Monthly session.

Output

3 Monthly Milestones, each linked to a Big 3.

GOAL at the WEEK Session

Set the **3 Weekly Wins** based on the Monthly Milestones.

What you do

- For each Monthly Milestone, ask: *What needs to happen this week to advance it?*
- Write 3 Weekly Wins — one per Milestone (or weighted toward whichever Milestone is behind pace).
- Each Win needs a **"done looks like" statement**. Not "work on X" — "X is shipped" or "X is closed" or "X is published."
- Carry-forwards from last week — if a Win was missed and still matters, it's THIS week's #1.

Time

5–10 minutes inside the Weekly session.

Output

3 Weekly Wins, each tied to a Monthly Milestone, each tied to a Big 3.

GOAL at the DAY Session

No new goal-setting at the day level. **Today's 2** are derived from the Weekly Wins.

What you do

- Review the 3 Weekly Wins.
- Pick the 2 specific outcomes for today that advance them.
- Today's 2 are **not "tasks"** — they're outcomes that, if done, would visibly advance a Win.

- Carry-forward rule: if yesterday's #1 didn't get done and still matters, it's today's #1.

Time

2 minutes inside the Daily session.

Output

Today's 2 — locked in.

STEP 3 — PLAN

Goals are emotional. Plans are logical. Numbers don't lie.

The Philosophy

Goals without plans are wishes. The PLAN step converts each Big 3 from an emotional commitment into a **logical execution roadmap** — numbers, calendar slots, sequenced milestones.

The DBF Plan operates on a single principle: **every goal has a number, and every number can be divided across cadences**. If you hit your Daily Number, you hit your Weekly. If you hit your Weekly, you hit your Quarterly. If you hit your Quarterly, you hit your Year goal — *by default*.

The math takes care of itself when the plan is followed.

PLAN at the YEAR Session

The full cascade lock-in.

What you do

- For each Big 3, assign a **DBF Year Number** (the target by end of cycle).
- Divide:
 - $\text{DBF Year} \div 4 = \text{Quarterly Number}$
 - $\text{Quarterly} \div 4 = \text{Weekly Number}$
 - $\text{Weekly} \div 5 \text{ or } 7 = \text{Daily Number}$

- Lock the **4-month calendar** for cycle-level events: trips, retreats, key launches, family vacations, DBF events. The "big rocks" only.
- Schedule the **4 Monthly Planning Sessions** for the next 4 months. Add reminders so they cannot be missed.

Time

15–20 minutes inside the Year session.

Output

Numerical cascade for all 3 Big 3 goals + a locked 4-month calendar with planning sessions on it.

PLAN at the QUARTER (Monthly) Session

Recalibrate the cascade.

What you do

- Compare actual progress to plan. Are you on pace? Behind? Ahead?
- If behind: **re-divide the remaining numbers**. Example: Big 3 = 200 students by end of cycle. After month 1 you've hit 40. You now need ~53/month for the rest. Adjust.
- Lock the next month's calendar — milestones, calls, blocks for the Big 3.
- Identify any **calendar conflicts** that will eat capacity (DBF retreat, family travel, etc.) and plan around them.

Time

10 minutes inside the Monthly session.

Output

Updated numbers + locked monthly calendar.

PLAN at the WEEK Session

Block the week.

What you do

- For each Weekly Win, identify the **calendar block** where it will get advanced. Time + place. Specific.
- Cross-reference: does your calendar already have meetings/conflicts? Move them or move the Win.
- **Schedule each Big 3 advancement specifically** — don't leave it to "I'll find time."
- Identify your **Operator / Creator / Accelerator / Dominator blocks** for the week.

Time

5–10 minutes inside the Weekly session.

Output

A calendar that visibly shows the week's Wins blocked in time. Anyone could glance at it and know what week this is.

PLAN at the DAY Session

Block today.

What you do

- Pull up your calendar. Look at today.
- Today's 2 should already have a block from the Weekly plan — confirm it's still in place.
- Check for surprise meetings/calls that could disrupt.
- If conflicts exist: **move the meeting, not the Big 3 work**. The Big 3 sits at the top of the priority pyramid. Everything else negotiates around it.

Time

2 minutes inside the Daily session.

Output

Today's calendar respects Today's 2.

STEP 4 — SYSTEM

A goal without a system is a wish with a deadline.

The Philosophy

The SYSTEM is what lives between you and your goal. It's the structure that pulls you forward when motivation runs out. **Most people who fail at goals don't have a willpower problem — they have a systems problem.**

A DBF System has three components:

1. **Accountability** — who's holding you to it, how often, and what's the consequence?
2. **Tracking** — where do the numbers live, daily, weekly, monthly, cycle?
3. **Environment** — what's around you that makes the goal easier or harder?

"The room you're in determines the ceiling you hit." The room is your environment. The pod is your accountability. The DBF OS in Notion is your tracking. The system isn't optional — it's the entire reason DBF works.

SYSTEM at the YEAR Session

Build the accountability infrastructure for the cycle.

What you do

- For each Big 3, assign:
 - **Accountability partner:** Who?
 - **Check-in frequency:** Weekly is the floor.
 - **Consequence for missing:** Real, named, painful enough to motivate.
- Lock your **Tracking System** — where do daily/weekly/monthly/cycle numbers live?
 - For DBF Mastermind members: this is your **DBF OS in Notion** (Planning Hub at all 4 levels — DBF Year, DBF Quarter, Weekly, Daily Big 3).
 - For non-Notion: pick a system. Stick to it. Don't make this clever.
- Audit your **Environment**. What needs to change? Phone in another room during deep work? Office layout? Peer group? Standing desk? Workout buddy?

Time

10–15 minutes inside the Year session.

Output

Named partners, defined frequency, explicit consequences, locked tracking infrastructure, environment audit complete.

SYSTEM at the QUARTER (Monthly) Session

Audit what's actually working.

What you do

- Did the accountability hold up last month? **Yes or No.**
- If no: what broke? Partner unavailable? You skipped check-ins? No real consequence?
- Adjust. Replace partner if needed. Add stakes if needed.
- Audit the tracking — is it being used, or is it sitting empty?
- Audit the environment — has anything degraded? New distraction? New friction?

Time

5 minutes inside the Monthly session.

Output

A working system, or a list of fixes to apply this month.

SYSTEM at the WEEK Session

Run the system. This is your **Sunday CEO Review**.

What you do

- Check in with your accountability partner (*or schedule it if not done — never skip*).
- Update tracking — last week's numbers logged, this week's targets visible.
- Confirm the next 7 days' calendar matches the Weekly Wins.
- Confirm your environment for the week (travel? guests? schedule disruptions?).

Time

10 minutes inside the Weekly session.

Output

Active accountability + current tracking + calendar match + environment ready.

SYSTEM at the DAY Session

The system runs you.

What you do

- Default time blocks fire on autopilot — Operator, Creator, Accelerator, Dominator blocks per the Year-level plan.
- **Daily tracking** — log yesterday's numbers if not done.
- Run morning routine and evening shutdown ritual at consistent times.

Time

Embedded in the day. Not its own block.

Output

Consistent execution without willpower drain.

STEP 5 — HABIT

You don't rise to the level of your goals. You fall to the level of your habits.

The Philosophy

Habits are the daily behaviors that produce the numbers that hit the goals. **A goal without supporting habits is just a wish.**

In the DBF OS, habits are split:

- **Big 3 Habits** — embedded in the Daily Number cascade. *Posting 5 reels/week* IS a habit, derived from the Big 3 numbers.
- **Supporting Habits** — outside Big 3 but still tracked. Lead indicators only.

The HABIT step is where you separate signal from noise. If a habit isn't tied to a goal AND isn't a foundational behavior (sleep, exercise, reading, time with family), it doesn't make the cut.

⚠ Don't let good things distract you from great things. **If a habit is THAT important, turn it into one of your Big 3.**

HABIT at the YEAR Session

Define the full habit layer.

What you do

- Identify the **3 daily core habits** that drive the Big 3 directly. (These come from the Plan cascade — your Daily Numbers.)
- Identify **supporting habits** — outside Big 3 but worth tracking. Workouts per week, scripture days, family dinners per week, deep work hours per day. Cap at 5.
- Each habit must:
 - Be a **number** (frequency or count)
 - Be a **lead indicator** — a behavior, not a result
 - LEAD: *"Workouts per week"* ✓
 - LAG: *"Pounds lost"* ✗ (this is a result of the habit)
- Lock how/where they get tracked.

Time

10 minutes inside the Year session.

Output

A clean habit layer — 3 core habits + up to 5 supporting habits, all numerical, all lead indicators.

HABIT at the QUARTER (Monthly) Session

Habit review.

What you do

- For each habit, what was the completion rate last month?
- Which are sticking? Which are slipping?

- For slipping habits — **systems problem, not motivation**. What's missing? Time? Place? Accountability? Friction?
- Adjust frequency or remove if no longer relevant.

Time

5 minutes inside the Monthly session.

Output

Updated habit list. Habits that aren't serving the Big 3 are removed. Stale tracking is cleaned up.

HABIT at the WEEK Session

Habit count.

What you do

- Last week, did you hit each habit's target frequency? Yes or No, per habit.
- Plan this week — same target or adjusted?
- Schedule habit-supporting blocks (workout times, reading windows, family dinner nights).

Time

3 minutes inside the Weekly session.

Output

Weekly habit completion count + this week's targets locked.

HABIT at the DAY Session

Run the habits. Track them.

What you do

- Daily habit checklist runs as part of the Daily session.
- Tick off habits as completed.
- For habits not yet done: schedule WHEN in the day.

Time

Embedded in the day.

Output

Daily habit consistency.

STEP 6 — ACTION

Plans are theories. Action is proof.

The Philosophy

Action is where the system stops being theory and becomes evidence. Every level above (Dream, Goal, Plan, System, Habit) exists to support the daily Action. **If Action doesn't happen, none of the other steps matter.**

DBF is built on **action over intention**. Ideas without execution are worthless. The DBF OS doesn't reward people who set good goals — it rewards people who execute on them daily for 120 days.

The Action step lives most prominently at the Day cadence. But it gets shaped at every level above.

"Success loves speed." The DBF OS multiplies your time by compressing the loop between Plan and Action. The shorter the gap, the bigger the compounding.

ACTION at the YEAR Session

Set the action framework for the cycle.

What you do

- Lock the **Today's 2 model** — daily, two outcomes that advance Big 3.
- Set **default time blocks** for the cycle:
 - **Creator block** — deep work / building
 - **Operator block** — execution / running the business

- **Accelerator block** — revenue / growth moves
- **Dominator block** — long, deep, undistracted solo work
- Decide the **WHEN / WHERE / HOW** of your daily session — morning vs. night, location, format. Consistency beats intensity.

Time

5–10 minutes inside the Year session.

Output

Action framework set for 120 days. The "operating tempo" of the cycle is locked.

ACTION at the QUARTER (Monthly) Session

Action consistency review.

What you do

- Last month — what % of days did you actually run the Daily session?
- What % of days did you hit at least 1 of Today's 2?
- What's the pattern? When did Action break down? (*Travel? Stress? Specific people? Specific moods?*)
- Plan for those patterns this month — pre-decide the response so you don't have to negotiate it in the moment.

Time

5 minutes inside the Monthly session.

Output

Awareness of breakdown patterns + a plan to interrupt them.

ACTION at the WEEK Session

Plan the week's action blocks.

What you do

- For each Weekly Win, when in the week will the work get done?

- Block the calendar **specifically** — not just "Tuesday morning" but *"Tuesday 8:30–10:30, Win #1 work, at the office, phone in another room."*
- Identify potential disruptions (travel, calls, family events) and pre-plan around them.

Time

5 minutes inside the Weekly session.

Output

A calendar where each Weekly Win has a specific action block — date, time, location.

ACTION at the DAY Session

The Action engine. **This is where the OS pays off.**

What you do

- Set Today's 2 — derived from the Weekly Wins.
- Look at the calendar — confirm time blocks for Today's 2.
- Identify the **first physical step** on each — the actual move you'll make first, in concrete terms.
- **Execute.** Stop talking, start moving.
- At end of day: review. Did Today's 2 get done?
 - If yes: celebrate. Note what worked.
 - If no: what blocked it? Carry forward to tomorrow if it still matters.

Time

5–10 minutes pre-day. 5 minutes post-day.

Output

Today's 2 done. Tomorrow's plan shaped by today's reality.

STEP 7 — COMMIT

There's no such thing as a Hell Maybe. Hell Yes or Hell No?

The Philosophy

Commitment is the multiplier. Steps 1–6 can be perfect — clear Dream, sharp Goal, solid Plan, working System, locked Habits, consistent Action. **But if you're not committed, you'll fold the moment things get hard.**

The Commit step in the DBF OS is not a one-time signature. It's a **daily renewal**. The Year session sets the deep commitment. Every cadence below it is where you re-affirm — Hell Yes or Hell No?

There is no Hell Maybe. **Maybe is just no in disguise.**

"Iron sharpens iron." Public commitment to the room — your DBF Mastermind, your accountability partner, your spouse — is what locks the COMMIT step into something real. Internal commitment without external witness is fragile. External commitment to people who'll call you on it is unbreakable.

COMMIT at the YEAR Session

The full commitment ceremony.

What you do

- Choose your **Word of the DBF Year** — single word, defensible to anyone who asks. Single word means single word. Not two.
- Choose your **Mantra of the DBF Year** — one sentence you can say to yourself when motivation is gone and you're choosing to do the thing anyway.
- Read everything you wrote in the Year session. Big 3, numbers, system, habits, action framework.
- Answer:
 - *Are you committed to your goals?* **Hell Yes or Hell No?**
 - *Are you committed to your plan?* **Hell Yes or Hell No?**
- If both Hell Yes: **sign and date**. The cycle is locked.
- If either Hell No: **change the goal or change the plan until both are Hell Yes**. Don't paper over it. Hell Maybe is no.

Time

5 minutes inside the Year session.

Output

A signed, dated declaration with a Word and Mantra to anchor the cycle. Public commitment to the DBF room.

COMMIT at the QUARTER (Monthly) Session

Recommit.

What you do

- Read your Word and Mantra.
- Re-ask: *Am I still Hell Yes on the Big 3?*
- If wavering: what changed?
 - Is the goal wrong? (*Change it — better to recast than to drift.*)
 - Is the system not supporting it? (*Step 4 problem.*)
 - Are you flinching? (*That's a Step 7 problem — recommit harder, or be honest about why you can't.*)
- Adjust if needed. **But don't quietly drift.** Naming the doubt forces a decision.

Time

3 minutes inside the Monthly session.

Output

A re-affirmed (or re-cast) commitment for the next 30 days.

COMMIT at the WEEK Session

Mini recommit.

What you do

- Read your Word and Mantra.
- Read your Weekly Wins.
- Ask: *Am I going all-in on this week?*
- If yes, the schedule confirms it. If no, name what's wavering.

Time

1–2 minutes inside the Weekly session.

Output

Felt commitment to the week ahead.

COMMIT at the DAY Session

Daily declaration.

What you do

- Read your Word.
- Read your Mantra.
- Look at Today's 2.
- Internally declare: ***Today is Hell Yes.***
- Walk into the day with that declaration carrying you.

Time

30 seconds inside the Daily session.

Output

A day that starts with intentional commitment instead of drift.

CLOSING — RUNNING THE LOOP

The DBF OS is designed to be run. Not read. Not admired. **Run.**

The compound effect of running 7 Steps × 4 Cadences = **432 planning touchpoints per year.**

That sounds like a lot. It isn't. It's:

- A couple minutes a day
- 15 minutes a week
- 30 minutes a month
- 90 minutes a cycle

Total time investment per cycle: ~40 hours over 120 days. Less than 1% of your waking hours.

The return on those 40 hours is everything else — every dollar, every relationship, every workout, every win.

WHAT SEPARATES MEMBERS FROM EVERYONE ELSE

Not better goals. Not better mantras. Not a fancier Notion template.

Better repetition.

The OS gets run again and again, every day, every week, every month, every cycle. Three years compress into one. The dream gets bigger. The execution gets faster. The life gets built.

The members who run the loop become the members who can't be stopped. The members who skip the loop become the members who wonder why nothing's changing.

Run the loop.

Dream Big, Fast. Dream it. Write it. Build it. Live it.

— Brody Fausett & the DBF Mastermind DREAMBIGFAST.COM

ADDENDUM — 2026-04-25 UPDATES

This addendum extends the DBF OS Master Reference Guide with operational rules added during the 2026-04-25 DBF Planning Coach feedback session. These apply across all 4 cadences.

PREREQUISITES FOR YEAR PLANNING

Year Planning sits ON TOP of three foundational documents that should already exist:

1. Dream Life Design Doc — your 3 to 5 year future-vision narrative
2. Dream Board — your visual representation of the dream life
3. Pillars — your member-defined life categories, locked in

If any are missing at the start of Year Planning:

- Build it now (pause planning, build, return), OR
- Schedule it (calendar block to build before this DBF Year actually starts)

Custom GPTs exist for each foundation: Dream Life Design Builder, Dream Board Builder, Guiding Principles Builder, Mission Statement Builder, Personal Slogan Builder, Personal Affirmations Builder, DBF Systems Coach.

PARTIAL-WEEK / MIDWEEK LOGIC

The DBF calendar does not align cleanly to traditional Sunday-Saturday weeks. Specifically:

- DBF Years can start midweek and end on a different day midweek
- DBF Quarters (months) frequently start and end midweek
- A given DBF Quarter does not always have exactly 4 full weeks
- Partial weeks (1 to 6 days) appear at the start and end of every Quarter

Operational rules:

- Prorate weekly numbers for partial weeks (3-day week = Daily Number times 3, not times 5 or times 7)
- Use actual day counts per month, not 30-day approximations
- The Coach must handle real start/end dates, not assume calendar regularity

MONTHLY MILESTONE MAPPING — Year Session Required Output

Year Planning is not complete until rough Monthly Milestones are mapped for all 4 months of the cycle, for each Big 3.

Format: 3 Big 3 times 4 months = 12 rough milestones at the Year session.

These get refined during each Monthly Planning Session, but the rough map must exist before the Year session ends.

WHY TO SYSTEM BRIDGE — FULL 8-FIELD ACCOUNTABILITY

Step 4 (System) at the Year level captures the basic accountability layer (partner, frequency, consequence). For Big 3 commitments, build the full stack per goal:

1. STAKE — what's on the line
2. VERIFIER — independent witness who confirms
3. CADENCE — Daily / Weekly / Monthly / Cycle
4. VISIBILITY — Private / Partner / Public
5. CONSEQUENCE — what happens on miss
6. CELEBRATION — what happens on hit
7. PRIMARY DRIVER — Pain Avoidance / Pleasure-Glory / Identity-Legacy / Belonging-Tribe / Fear / Mission-Purpose / Competition
8. SECONDARY DRIVER — same options

Stress test: "If I skipped a day, what actually happens?" Tighten until the system holds on the worst day.

You must be Hell Yes on Goal, Plan, AND System — all three.

TO CONFIRM ITEMS — Cross-Cadence Rule

When the user lacks an exact answer at any cadence:

- Capture as TO CONFIRM with: item, minimum next action, deadline
- Move forward — do not stall
- Item must be revisited at the deadline; the Coach surfaces TO CONFIRM at the next session start

TO CONFIRM is not "permission to be vague." It is "labeled unfinished."

CALENDAR CONFIRMATION RULE — Cross-Cadence

After every meaningful calendar block at any cadence: "Did you actually add this to your calendar/planner — yes or no?"

Do not treat blocks as locked until confirmed in calendar OR labeled "TO ADD" with deadline.

SNAPSHOTS — Required Output of Every Session

Every session at every cadence ends with TWO snapshots and a handoff block.

SNAPSHOT HEADER (always includes)

- DBF OS — Dream. Build. Live.
- Member Name (full name)
- Session Type (Year / Monthly / Weekly / Daily)
- DBF Cycle label (e.g. Y2-2026, May 1 to Aug 31)
- Date Range (start to end of the period this snapshot covers)
- Snapshot Date

CLEAN SNAPSHOT — Shareable, screenshot-ready, premium. Compact summary.

DETAILED CONTEXT SNAPSHOT — Private, full context. Designed to be uploaded into the next session for instant continuity.

COPY INTO NEXT SESSION block — Inside the Detailed Snapshot. Compact, structured, ready to paste. Always ends with "Next required session."

PRESERVED ORIGINAL SNAPSHOT RITUALS

Daily snapshots must always include: Year Big 3 displayed at top, Top 10 for the Day (first 3 = Big 3, remaining 7 = long-term life dreams as vision rail not task list), Personal Mission Statement read Y/N, Personal Affirmations read Y/N, Gratitude 3, Personal and Relationship priorities (Me time / Family / Friends / No-phone zones), end-of-day reflection.

Weekly snapshots must always include: importance question per Win, biggest speed bump + plan per Win, Top 6 habits with daily + weekly tracking, Weekly Metrics table (Target/Actual/Pillar), Key Events table (Event/Pillar/Scheduled?), Top 10 Dream list, weekly motivation paragraph, logistics confirmation checklist.

Monthly snapshots must always include: Quarter Intention (top-line theme), per-Big-3 Metric/Habit/System trio displayed together, Biggest Win from previous Quarter, previous Quarter accountability check.

SESSION CONTINUITY — Coach Prompts

After Year: "Your 120-day cycle is locked. Before this DBF Year starts, you also need Monthly Planning for Month 1, Weekly for Week 1, and Daily for Day 1. Continue now?"

After Monthly: "Your month is locked. Now dial in Weekly Planning for Week 1 so the first week is executable. Continue now?"

After Weekly: "Your week is locked. Now set Today's 2 / your first Daily Planning Session so execution starts immediately. Continue now?"

After Daily: "Now execute. Review tonight and bring the result back into tomorrow's Daily Planning."

A complete Year kickoff actually runs ALL FOUR sessions back-to-back the first time.

PRIOR-APSHOT UPLOAD AT SESSION START — Cross-Cadence Rule

At the start of every session below the Year level, the user uploads the most recent Detailed Context Snapshot (or COPY INTO NEXT SESSION block) from the level above.

The Coach uses this to skip re-asking known context and pick up exactly where the last session left off.

MBTI INTEGRATION (Optional, All Cadences)

If a member uploads an MBTI personality profile, the Coach produces a DBF-overlay output:

- Strength Levers (3) — tied to Big 3
- Blind-Spot Watchlist (3) — "If you notice [X], do [Y]"
- Goal-Specific Moves Table — per goal: aligned strategy, watch out, leading indicator
- Leadership and Team Implications
- Recovery and Rhythm — daily / weekly / monthly / cycle
- DBF Anchor — one-sentence personality-tied mantra

MBTI is never required. It's an acceleration tool, not an identity.

End of 2026-04-25 Addendum.

ADDENDUM — 2026-05-03 V4 UPDATES (Schema Lock + Roadmap + Terminology)

This V4 addendum layers on top of the existing Master Reference and the 2026-04-25 addendum. Where rules conflict, V4 takes precedence. V4 captures the schema lock-in, roadmap visibility build-out, dashboard conventions, and terminology cleanup applied 2026-04-28 through 2026-05-03.

THE 7-STEP TERMINOLOGY LOCK

The canonical sequence is:

DREAM → GOAL → PLAN → SYSTEM → HABIT → ACTION → COMMIT

The earlier sequence Dream → Pillar → Goal → Metric → Habit → System → Commit is RETIRED. Key changes:

- "Pillar" is now a property on Goals (not a planning step). Each Goal carries its Pillar tag.
- "Metric" was replaced by "Plan" (Step 3). The Plans database holds all planning sessions, snapshots, and roadmaps.
- "System" moved earlier (Step 4, was Step 6).
- "Action" moved later (Step 6, was Step 4).
- The reorder reflects build sequence: lock the dream, set the goal, build the plan, install the system, then run habits and actions on that infrastructure, finally commit at every cadence.

METRICS / TARGET DEPRECATION (2026-05-03)

The cascade owns goal-language. Big 3 / Monthly Milestones / Weekly Wins / Daily Top 2 are the only target labels.

Hard rules:

1. No standalone "Metrics" section in any prompt, page, document, or output.
2. No standalone "Target" section competing with Big 3 / Milestones / Wins / Top 2.
3. OK to mention metrics or targets inside a Plan or Goal row as supporting numeric context. They are properties on a row, never their own cadence.
4. Don't emphasize either word in section headers, hero copy, callouts, or coach prompts. Keep references lowercase and inline inside a sentence.

Replacement language:

- "Metrics to Move" section → "Big 3 Progress" section
- "Target Value" / "Target" (as a standalone label) → "Goal Value" / Big 3 / Milestone / Win value depending on cadence
- "What's your target?" → "What's the Big 3 / Milestone / Win / Top 2 you're committing to?"

DATABASE VS CONVERSATIONAL RAILS

Two surfaces:

- Notion databases (Goals, Habits, Systems, Projects, Actions, Plans) — durable source of truth.
- Conversational rails — daily/weekly identity practices that live in session, never in Notion.

NEVER write to Notion:

- Top 10 Vision Rail (daily 10-item identity recitation; first 3 = current Big 3)
- Gratitude 3 (3 daily gratitudes)
- Top 10 Dream List (weekly long-horizon dreams; first 3 = current Big 3)

These are coached verbally and may appear in rendered Snapshot output, but never as DB rows or page-body content.

CASCADE RULES (locked 2026-04-28)

- Daily Top 2 lives in Goals.Level (the literal value: 🔥 Daily Top 2). It is NOT a checkbox on Actions. The Coach must never say "Top 2 are picked from the Actions pool."
- Projects do NOT directly link to Goals. Path is Project → Actions → Goal (via Connected Goal on Actions). The Coach must never say "this project rolls up to your Big 3" — the correct phrasing is "this project's actions can roll up to your Big 3 via Connected Goal."
- Habits link upward via Connected Goal AND sideways via Linked System (paired with Linked Habits in Systems DB).

NEW HABITS DB SCHEMA (2026-04-28)

Two new properties:

- Cadence (Select: Daily / Weekly / Monthly / Ad Hoc) — required when creating a Habit. Set once.
- Linked System (Relation, dual-property → Systems DB) — required if the habit is enforced by a System. Back-link in Systems is "Linked Habits."

Coach behavior:

- When creating a Habit during Year/Monthly/Weekly Planning, capture: title, Cadence (required), Connected Goal (required), Linked System (required if enforced by a System).
- When reviewing existing habits via getPlanningContext, respect Cadence — a Weekly habit is not asked about daily.
- Habits are set once at the cadence boundary, then tracked via the Hit checkbox per occurrence. Do not treat habits as needing daily setup.

REMOVED CONCEPTS

- "On Deck" status removed. Projects DB has 4 statuses: Active / On Hold / Completed / Archived. Never reference "On Deck."

SNAPSHOT VS ROADMAP





Two distinct outputs at every cadence:

- Snapshot — backward-looking. Captures what just happened in the session and what was decided. Two flavors: Clean Snapshot (shareable) and Detailed Context Snapshot (private, for next session). Both end with a COPY INTO NEXT SESSION handoff block.
- Roadmap — forward-looking visible plan. Lives on the corresponding cadence dashboard:
 - This Year: 120-Day Roadmap (4 monthly milestone toggles + checklists + EOM conditions)
 - This Month: Monthly Execution Map (Quarter Intention callout + 4 toggleable Week sections — rough wins, checklist, key dates, carry-forward)
 - This Week: Weekly Execution Map (Focus, Mission, 3 Win toggles, Protected Execution Block default Dominator, Daily Top 2 Direction Mon-Fri, Weekly Scoreboard, EOW Review)
 - Today: Daily Direction (Top 2 + the day's blocks — auto-updated from the Weekly Execution Map)

The webhook auto-updates the matching dashboard on every savePlanningSession.

CASCADE ENTRY ICONS

When the webhook upserts Goals into the Goals DB, set the page icon based on Level + position:

- 🏔️ BIG 3 Goals — positions 1, 2, 3 → 
- 📅 Monthly Milestones — positions 1, 2, 3 (per month) → 
- 📋 Weekly Wins — positions 1, 2, 3 (per week) → 
- 🔥 Daily Top 2 — positions 1, 2 (per day) → 

Other entries (Habits / Systems / Projects / Actions) use Fluency-colored icons (<https://img.icons8.com/fluency/96/{name}.png>) chosen semantically: dumbbell for workout habits, diary for review habits, rocket for active projects, etc.

NOTION DBF OS DASHBOARD LAYOUT (canonical pattern)

Every cadence dashboard (Today / This Week / This Month / This Year) follows the same top-of-page structure:

1. yellow_background paragraph — cadence countdown / identity strip
 - Today: "Day {N} of 120 · Cycle Word: {word} · Today: {date}"
 - This Week: "Week {N} of ~4 · Day {N} of 30 · Supporting Monthly Milestones: {linked}"

- This Month: "DBF Quarter {N} of 4 · Day {N} of 30 · Day {N} of 120 in this DBF Year"
- This Year: "DBF Year: {start} – {end} · Day {N} of 120 · {N} Days Left"

2. column_list (2 cols):

- col 1: callout (default border, italic gray text, clipboard icon) — "Brody's <Cadence>." + page purpose
- col 2: callout (blue_background, bot icon) — "Plan This <Cadence> →" with NESTED toggle "Copy starter prompt"

3. yellow_background callout (compass icon) — "<Cadence> Mission: <mission>"

4. yellow_background quote — "<Cadence> Focus: <focus>"

5. (existing dashboard sections continue — gray section headers + linked DB views)

For This Year specifically: Cycle Word becomes the Focus quote; Cycle Mantra becomes the Mission callout. Same structure, slot rename.

CALLOUT COLOR CONVENTION (locked 2026-04-28)

- Hero / Instruction / Purpose → default (no fill, just border). Page intros, purpose statements, descriptive prose.
- Section header (general) → gray_background. ALL CAPS letter-spaced section labels NOT directly about Big 3 / Cycle.
- Big 3 / Cycle Word / Cycle Mantra / Mission / Focus → yellow_background. Anything directly about Big 3 or the cadence-level Mission/Focus.
- CTA (Plan This X → / Launch Coach →) → blue_background. Interactive prompts that launch a session or copy a starter prompt.

WEBHOOK CONTRACT NOTES (FYI — implementation status)

- savePlanningSession accepts cadence and linked_system_ids when writing Habits. Habit creates without cadence are rejected.
- getPlanningContext filters habits by relevance (Daily session → Daily habits; Weekly → Daily + Weekly; Monthly → all).
- top_10 and gratitude_3 silently dropped server-side, returned in ignored: [...].
- Dashboard auto-update: webhook finds the section header callout on the matching dashboard and replaces the roadmap content under it.
- KV cache TTL: year 365d / month 180d / week 90d.
- Implementation: 3,166 lines, NOT YET DEPLOYED. Run wrangler deploy when ready.

WHAT WAS SWEPT IN NOTION (2026-05-03)

11 instances of "Metrics" or "Target" cleaned across DBF OS Hub, This Month, and Habits pages:

- Hub: removed standalone METRICS callouts (2)
- Hub: 7-Step framework updated to new sequence
- Hub: "One metric per goal" wording → "Big 3 goals... cascade from these"
- Hub: "DBF OS DATABASE / All goals, metrics, and planning..." → "...goals, plans, and the cascade"
- This Month: METRICS TO MOVE section header → BIG 3 PROGRESS
- This Month: "measurable targets / Target Value" wording rephrased
- Habits: "Goals carry the metric" → "Goals own the cascade"

End of 2026-05-03 V4 Updates Addendum.