

DBF QUARTER PLANNING GUIDE

DBF OS Edition (V3) — 7-Step Framework

Recalibrate. Realign. Reload.

QUICK CONTEXT

This guide is for your **DBF Quarter (Monthly) Planning Session**.

Frequency	4x per cycle (12 per calendar year — once 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

You are NOT setting new cycle goals here. You are setting **3 Monthly Milestones** that advance the Big 3 you locked in at your DBF Year Planning Session.

The Pyramid: **DBF YEAR** → **DBF QUARTER** → **DBF WEEK** → **DBF DAY**. Each level inherits its purpose from the level above. If you have not run a Year Session, stop and run that first. There's nothing for this session to plan against.

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

RETROSPECTIVE — Last Month In Review

Before you set the next month, audit the last.

Big 3 Progress

For each Big 3 goal:

BIG 3 — Goal 1: _____

- DBF Year Target: _____
- Achieved so far: _____
- % of Year goal complete: _____ %
- On pace, behind, or ahead? _____

BIG 3 — Goal 2: _____

- Year Target: _____ | Achieved: _____ | %: _____ | Status: _____

BIG 3 — Goal 3: _____

- Year Target: _____ | Achieved: _____ | %: _____ | Status: _____

What Worked Last Month

Three wins from the past 30 days. Be specific.

1. _____
2. _____
3. _____

What Didn't Work

Three things that broke down or stayed stuck. Be honest.

1. _____
2. _____
3. _____

One Pattern

What's the pattern from the last month? When were you at your best? When were you at your worst? What was different?

Don't forget to celebrate your wins. The reason most people quit isn't because they fail. It's because they fail to celebrate progress.

STEP 1 — DREAM (Vision Check)

Time check: ~5 min

Re-read your DBF Year Vision notes from the Year Session.

Vision Check

- Does the vision still feel true? Yes / No
- Has anything shifted in what you want from this DBF Year?
- What do you want LESS of in the next 30 days?
- What do you want MORE of?

Energy Check

Where is your energy right now? __ / 10

If energy is low: that's a SYSTEM problem (Step 4) — not a goal problem. Note it.
Don't lower your goals because your system is leaking energy. Fix the system.

One Question

What did the last month teach you about your dream life?

STEP 2 — GOAL (Set 3 Monthly Milestones)

Time check: ~10–15 min

For each Big 3, write ONE Monthly Milestone for the upcoming month.

A **Monthly Milestone** = the specific outcome you'll hit by end of month that advances the Big 3.

Example: If your Big 3 is "REIS hits 200 students by end of cycle," your monthly milestones might be:

- Month 1: Launch new ad funnel and reach 140 students
- Month 2: Optimize funnel, hit 170 students
- Month 3: Final push, hit 200 students

Big 3 — Goal 1: _____


- **This Month's Milestone:** _____
- Number target: _____
- Deadline (end of month): _____

Big 3 — Goal 2: _____

- **This Month's Milestone:** _____
- Number target: _____
- Deadline: _____

Big 3 — Goal 3: _____

- **This Month's Milestone:** _____
- Number target: _____
- Deadline: _____

 If a Big 3 is significantly behind pace, the Monthly Milestone for it should be **more aggressive**, not less. The goal isn't to feel better. The goal is to hit the goal.

STEP 3 — PLAN (Recalibrate)

Time check: ~10 min

Look at your numbers from the Year Plan. Recalculate based on actual progress.

Big 3 — Goal 1

Year Target	_____

Achieved so far	_____
Remaining	_____
Months left in cycle	_____
New monthly target needed (<i>Remaining ÷ Months Left</i>)	_____
Old monthly target was	_____

Big 3 — Goal 2

Year Target	_____
Achieved	_____
Remaining ÷ Months Left	_____

Big 3 — Goal 3

Year Target	_____
Achieved	_____
Remaining ÷ Months Left	_____

If new monthly target > old monthly target → you're behind. Adjust the plan or the calendar. Don't quietly accept it.

Lock the Month's Calendar

What needs to be on your calendar for this month that supports the Big 3?

PERSONAL:

- ☐ _____
- ☐ _____

FAMILY:

- ☐ _____
- ☐ _____

BUSINESS:

- ☐ _____
- ☐ _____

4 Weekly Planning Sessions for this month — schedule them now:

- ☐ Sunday CEO Review #1 — Date: _____
- ☐ Sunday CEO Review #2 — Date: _____
- ☐ Sunday CEO Review #3 — Date: _____
- ☐ Sunday CEO Review #4 — Date: _____

Calendar Conflicts

What will eat capacity this month? Plan around them now.

- _____
 - _____
- _____

STEP 4 — SYSTEM (Audit)

Time check: ~5 min

Did your accountability hold up last month?

Hell Yes ____ **Hell No** ____

If No — What Broke?

- ☐ Partner unavailable
- ☐ I skipped check-ins
- ☐ No real consequence
- ☐ Other: _____

Adjustments For This Month

- New partner / replacement: _____
- New frequency: _____
- New consequence: _____

Tracking Audit

- Is your DBF OS being used or sitting empty? **Used / Empty**
- If empty — what changes this month? _____
- Daily numbers logged: Y / N
- Weekly numbers logged: Y / N
- Monthly numbers logged: Y / N

Environment Audit

What in your environment supported the goal last month? What hurt it?

- Helped: _____
 - Hurt: _____
 - Change this month: _____
-

STEP 5 — HABIT (Review)

Time check: ~5 min

For each habit you set at the Year Session — what was the completion rate last month?

HABIT	TARGET	HIT	STATUS
1. _____ —	____	____	Sticking / Slipping
2. _____ —	____	____	Sticking / Slipping

HABIT	TARGET	HIT	STATUS
3. _____ —	—	—	Sticking / Slipping
4. _____ —	—	—	Sticking / Slipping
5. _____ —	—	—	Sticking / Slipping

For Slipping Habits

It's a system problem, not a motivation problem.

What's the system fix?

- More accountability?
- Different time?
- Different place?
- Better trigger?

Adjustments

Habits to remove this month: _____

Habits to add this month: _____

Habits to change frequency: _____

STEP 6 — ACTION (Consistency Review)

Time check: ~5 min

Last Month's Action Stats

- % of days you ran the Daily Session: _____ %
- % of days you hit at least 1 of Today's 2: _____ %
- % of days you hit BOTH of Today's 2: _____ %

What's the Breakdown Pattern?

When did Action break down last month?

- ☐ Travel
- ☐ Stress
- ☐ Specific people / relationships
- ☐ Specific days of the week
- ☐ Specific times of day
- ☐ Other: _____

Pre-Decided Response

This month — pre-decide your response to those triggers.

If [trigger]: _____

Then I will: _____

(Pre-deciding is the difference between members who execute and those who don't. Don't negotiate in the moment.)

STEP 7 — COMMIT (Recommit)

Time check: ~3 min

Read

- Word of the DBF Year: _____
- Mantra of the DBF Year: _____

Are you still Hell Yes on the Big 3?

- **Big 3 — Goal 1:** Hell Yes ____ / Hell No ____
- **Big 3 — Goal 2:** Hell Yes ____ / Hell No ____
- **Big 3 — Goal 3:** Hell Yes ____ / Hell No ____

If wavering — what's the issue?

- ☐ Goal is wrong → recast it (better to recast than to drift)
- ☐ System isn't supporting it → fix Step 4

- ☐ I'm flinching → recommit harder, or be honest about why I can't

⚠ **Don't quietly drift. Naming the doubt forces a decision.**

Lock the Month

Signed: _____

Date: _____

YOU'RE LOCKED IN FOR THE MONTH

What You Walk Away With

- ✓ 3 Monthly Milestones — one per Big 3
- ✓ Recalibrated numbers
- ✓ Locked calendar (with 4 Weekly Sessions on it)
- ✓ Audited system + adjustments
- ✓ Habit review + clean list
- ✓ Action breakdown patterns + pre-decided responses
- ✓ Recommitment

What's Next

- **4 DBF Weekly Planning Sessions** (*every Sunday*)
- **~30 DBF Daily Planning Sessions**

The pyramid keeps building. Run the loop.

"You don't rise to the level of your goals. You fall to the level of your environment, your systems, your habits."

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

— Brody Fausett & the DBF Mastermind [DREAMBIGFAST.COM](https://dreambigfast.com)