

# DBF WEEK PLANNING GUIDE

## DBF OS Edition (V4) — 7-Step Framework

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

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### QUICK CONTEXT

This guide is for your **DBF Week Planning Session** — the Sunday CEO Review.

<b>Frequency</b>	1x per week (Sunday standard)
<b>Duration</b>	15–20 minutes
<b>Purpose</b>	Set the next 7 days based on Monthly Milestones
<b>Output</b>	3 Weekly Wins + a calendar that respects them

You are NOT setting new monthly milestones here. You are setting **3 Weekly Wins** that advance the 3 Monthly Milestones you set at your DBF Quarter Session.

The Pyramid: **DBF YEAR** → **DBF QUARTER** → **DBF WEEK** → **DBF DAY**. Each level inherits from the level above. If you have not run a Quarter Session this month, stop and run that first.

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

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### LAST WEEK IN REVIEW

For each of last week's 3 Weekly Wins:

**Win 1:** \_\_\_\_\_

- Status: ☐ Done ☐ Missed ☐ In Progress

Win 2: \_\_\_\_\_

- Status: ☐ Done ☐ Missed ☐ In Progress

Win 3: \_\_\_\_\_

- Status: ☐ Done ☐ Missed ☐ In Progress

Completion rate: \_\_\_\_ / 3

### Carry-Forwards

Anything missed that still matters this week?

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

 **Carry-forwards become this week's #1.** No dodging.

## STEP 1 — DREAM (Mental Reset)

*Time check: ~2 min*

### Read

- Word of the DBF Year: \_\_\_\_\_
- Mantra of the DBF Year: \_\_\_\_\_

### One Question

*Why does THIS week matter inside the bigger picture?*

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## STEP 2 — GOAL (Set 3 Weekly Wins)

*Time check: ~5–10 min*

For each of your 3 Monthly Milestones, ask: *What needs to happen this week to advance it?*

Write 3 Weekly Wins. One per Monthly Milestone (or weighted toward the Milestone that's behind pace).

### Weekly Win 1


- **Win:** \_\_\_\_\_
- Monthly Milestone it advances: \_\_\_\_\_
- "Done looks like": \_\_\_\_\_
- Number target (*if applicable*): \_\_\_\_\_

### Weekly Win 2

- **Win:** \_\_\_\_\_
- Monthly Milestone it advances: \_\_\_\_\_
- "Done looks like": \_\_\_\_\_
- Number target: \_\_\_\_\_

### Weekly Win 3

- **Win:** \_\_\_\_\_
- Monthly Milestone it advances: \_\_\_\_\_
- "Done looks like": \_\_\_\_\_
- Number target: \_\_\_\_\_

 **CARRY-FORWARDS GO FIRST.** If last week's Win was missed and still matters, it's THIS week's #1. Don't pretend last week didn't happen.

**"Done looks like" is non-negotiable.** Not *"work on X"* — *"X is shipped"* or *"X is closed"* or *"X is published."*

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## STEP 3 — PLAN (Block the Week)

*Time check: ~5–10 min*

For each Weekly Win, calendar-block it specifically.

### Win 1

- Time block: \_\_\_\_\_ (e.g., Tue 8:30–10:30)
- Location: \_\_\_\_\_ (e.g., office, home, café)

### Win 2

- Time block: \_\_\_\_\_
- Location: \_\_\_\_\_

### Win 3

- Time block: \_\_\_\_\_
- Location: \_\_\_\_\_

### Conflicts

Cross-reference your calendar — any meetings to move? Any conflicts?

- \_\_\_\_\_

**Move the meeting, not the Big 3 work.**

### Block Schedule for the Week

- **Creator block:** \_\_\_\_\_ (deep work / building)
  - **Operator block:** \_\_\_\_\_ (execution)
  - **Accelerator block:** \_\_\_\_\_ (revenue / growth)
  - **Dominator block:** \_\_\_\_\_ (long, deep, undistracted solo work)
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## STEP 4 — SYSTEM (Run Sunday CEO Review)

*Time check: ~10 min*

### Accountability Check-In

- Did you check in with your accountability partner last week? Y / N
- If no — schedule it now: \_\_\_\_\_
- If yes — what came out of it? \_\_\_\_\_

## Update Tracking

- ☐ Last week's numbers logged in DBF OS
- ☐ This week's targets visible in DBF OS
- ☐ Habit completion logged

## Calendar Match

Does the next 7 days' calendar match the Weekly Wins?

- ☐ Yes — moving on
- ☐ No — fix it before you finish this session

## Environment Check

What's the week ahead look like environmentally?

- Travel? \_\_\_\_\_
  - Guests? \_\_\_\_\_
  - Disruptions? \_\_\_\_\_
  - Pre-plan: \_\_\_\_\_
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# STEP 5 — HABIT (Weekly Count)

*Time check: ~3 min*

## Last Week

HABIT	TARGET	HIT
1. _____	____	____
2. _____	____	____
3. _____	____	____
4. _____	____	____
5. _____	____	____

## This Week's Targets

Same or adjusted?

- \_\_\_\_\_

## Schedule Supporting Blocks

- Workouts: \_\_\_\_\_
- Reading windows: \_\_\_\_\_
- Family dinners: \_\_\_\_\_
- Other: \_\_\_\_\_

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## STEP 6 — ACTION (Plan Action Blocks)

*Time check: ~5 min*

For each Weekly Win, what's the FIRST physical step?

- **Win 1 — first move:** \_\_\_\_\_
- **Win 2 — first move:** \_\_\_\_\_
- **Win 3 — first move:** \_\_\_\_\_

## Disruptions to Plan Around

- Days of travel: \_\_\_\_\_
- Days with heavy meetings: \_\_\_\_\_
- Pre-plan response: \_\_\_\_\_

*"Action over intention."* The Win that gets advanced first thing Monday is the Win that gets done by Friday.

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## STEP 7 — COMMIT (Mini Recommit)

*Time check: ~1–2 min*

## Read

- Word: \_\_\_\_\_
- Mantra: \_\_\_\_\_
- 3 Weekly Wins ✓

## Am I going all-in on this week?

- **Hell Yes** \_\_\_\_
- **Hell No** \_\_\_\_

If Hell No — name what's wavering. Decide before Monday morning.

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## YOU'RE LOCKED IN FOR THE WEEK

### What You Walk Away With

- ✓ 3 Weekly Wins (each tied to a Monthly Milestone)
- ✓ Calendar blocked specifically per Win
- ✓ Accountability current
- ✓ Habit count logged + this week's targets
- ✓ First moves identified
- ✓ Hell Yes recommitted

### What's Next

- **7 DBF Daily Planning Sessions** — one each morning (or night before)
- Run them every day. Even when you don't feel like it.

**What gets scheduled gets done. Block time for #1 tomorrow morning.**

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*Iron sharpens iron. Show up, run the loop, hold the line.*

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

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

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## ADDENDUM — 2026-04-25 UPDATES

The following updates layer onto the V3 Week Planning Guide.

### START OF SESSION — UPLOAD PRIOR SNAPSHOT

Before opening this guide, upload your most recent Detailed Context Snapshot from either:

- Your Monthly Planning session (if this is Week 1 of the month), OR
- Your previous Weekly Planning session

This lets the Coach skip re-asking what's already known and pick up exactly where the last session left off.

### PRESERVED FROM ORIGINAL WEEK SNAPSHOT — REQUIRED FIELDS

The Clean Snapshot output for every Weekly session must include the following preserved elements:

For EACH Weekly Win (3 total):

- Win + advances Monthly Milestone + "Done looks like"
- What does this mean to me if I accomplish it? (importance question)
- Biggest speed bump?
- Plan to overcome:
- Scheduled work time:
- Scheduled in planner? Y / N

Top 6 Habits for the Week (daily tracking + weekly completed Y/N)

Weekly Metrics table:

Metric | Target | Actual | Pillar

Key Events and Priorities table:

Event/Task | Pillar | Scheduled?

Potential Speed Bumps and Plans to Overcome:

Obstacle | Plan to Overcome



### Weekly Motivation:

- "What currently excites you?" — paragraph
- Top 10 Dream list (long-term life dreams, NOT this week's tasks):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

### Logistics Confirmation Checklist (before week starts):

- Have I confirmed key logistics with team / family? Y / N
- Have I reviewed and aligned my schedule with my spouse? Y / N
- Have I set reminders so these plans aren't forgotten? Y / N

Weekly Commitment Statement: "I commit to showing up with intensity, focus, and discipline this week. My actions will reflect the person I am becoming."

### TO CONFIRM ITEMS

When you don't have an exact answer for a Weekly Win or commitment, capture as TO CONFIRM:

Item: \_\_\_\_\_

Minimum next action: \_\_\_\_\_

Deadline to resolve: \_\_\_\_\_

### CALENDAR CONFIRMATION RULE

After every calendar block is locked in Step 3 (Plan): "Did you actually add this to your calendar/planner — yes or no?"

Weekly Wins without calendar blocks are wishes. Confirm or label "TO ADD" with a deadline.

### SNAPSHOTS — END OF EVERY WEEKLY SESSION

SNAPSHOT HEADER (always)

DBF OS — Dream. Build. Live.

Member Name: \_\_\_\_\_

Session Type: Weekly Planning

DBF Cycle: e.g. Y2-2026, Quarter 1 (May 1 to May 31), Week 1 of 4

Date Range: \_\_\_\_\_ to \_\_\_\_\_ (this week, e.g. May 1 to May 7)

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

CLEAN SNAPSHOT (shareable, screenshot-ready)

All preserved-from-original elements above PLUS:

- 3 Weekly Wins (each tied to a Monthly Milestone)
- Default block schedule (Creator / Operator / Accelerator / Dominator)
- Word + Mantra + Hell Yes status

DETAILED CONTEXT SNAPSHOT (private, for next session)

Everything in Clean Snapshot PLUS:

- Last week retrospective (Wins hit / missed / in progress)
- Carry-forwards from last week
- Habit completion last week
- First physical step per Win
- Disruptions identified + pre-planned responses
- Accountability check-in result
- Environment audit (travel, guests, disruptions)
- MBTI / personality notes (if applicable)
- Coaching notes + pushback
- Open TO CONFIRM items
- COPY INTO NEXT SESSION block (see below)

COPY INTO NEXT SESSION (handoff block)

- Member name + session type + cycle/date range
- 3 Weekly Wins (with Monthly Milestone they advance)
- Calendar blocks per Win
- Habits + this week's targets
- Carry-forwards (active)
- Open TO CONFIRM items
- Next required session: Daily Planning for Day 1 of this week

SESSION CONTINUITY — AFTER WEEKLY PLANNING

The Coach prompts at the end: "Your week is locked. Now we need to set Today's 2 / your first Daily Planning Session so execution starts immediately. Continue now?"

If you cannot continue immediately, plan to run Daily Planning the next morning before anything else.

## MBTI INTEGRATION (Optional)

The Coach may surface personality-tied notes if Weekly Wins clash with your blind spots or if the calendar is set up in a way that fights your natural rhythm.

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End of 2026-04-25 Addendum.

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

V4 layers on top of V3 + the 2026-04-25 addendum. Where rules conflict, V4 takes precedence.

### 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. "Pillar" is a property on Goals. "Metric" was replaced by "Plan." "System" moved earlier (Step 4); "Action" moved later (Step 6).

### METRICS / TARGET DEPRECATION

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

- No standalone "Metrics" or "Target" section anywhere.
- The original Weekly Snapshot's "Weekly Metrics table (Target/Actual/Pillar)" is now reframed as a "Weekly Scoreboard" — same spirit (numbers + pillar tag), but framed as scoreboard tracking against the Wins, not as standalone metrics.
- Lowercase inline references inside a Plan or Goal row are fine. Don't emphasize either word in section headers or coach prompts.

## NEW HABITS SCHEMA (added 2026-04-28)

Habits DB now requires:

- Cadence (Daily / Weekly / Monthly / Ad Hoc) — required, set once
- Linked System (relation to Systems DB) — required if enforced by a System

When running the Weekly habit count, respect Cadence — Daily habits get daily counts, Weekly habits get a single Y/N for the week.

## CASCADE RULES LOCKED

- Daily Top 2 = Goals.Level value (🔥 Daily Top 2). NOT a checkbox on Actions.
- Projects → Actions → Goal (no direct Project → Goal link).
- Habits link upward via Connected Goal AND sideways via Linked System.

## CONVERSATIONAL RAILS — NEVER IN NOTION

Top 10 Vision Rail, Gratitude 3, and Top 10 Dream List live in session memory only. May appear in rendered Snapshot output, never as Notion DB rows or page-body content.

## ROADMAP VISIBILITY — WEEKLY EXECUTION MAP (Week-specific)

The This Week dashboard now includes a visible Weekly Execution Map:

- Focus + Mission callouts at top (Weekly Focus = the one-line theme; Weekly Mission = what this week is in service of)
- 3 Win toggles (one per Weekly Win — each toggle holds the importance question, speed bump, plan, scheduled work time, and calendar confirmation)
- Protected Execution Block (default: Dominator block — long, deep, undistracted solo work, Mon-Fri)
- Daily Top 2 Direction (Mon-Fri rows that auto-fill from each day's Daily session)
- Weekly Scoreboard (numbers + pillar tag — formerly "Weekly Metrics table")
- EOW Review (carry-forward identification + Sunday handoff)

This is the forward-looking visible plan for the week. Distinct from the Weekly Snapshot.

## CASCADE ENTRY ICONS

When Weekly Wins get created from this session:

- positions 1, 2, 3 (per week) →  page icons

## DASHBOARD CONTEXT (FYI)

The This Week dashboard top section follows the canonical pattern: yellow identity strip → 2-col hero/Plan callout (with nested Copy starter prompt) → yellow Weekly Mission callout → yellow Weekly Focus quote → gray section headers + linked DB views below.

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End of 2026-05-03 V4 Updates Addendum.