Purpose of This Tool

The Checklist Generator is a practical extension of your BrainFrame system. Its job is simple: **turn insight into action**. Whether it comes from a Shadow Planner reflection, a breakthrough thought, or an AI session, this tool helps you break down clarity into momentum.

This is where "I should…" becomes "I will."

How to Use It

Step 1 — Capture the Insight

Write the core idea, reflection, or intention you want to act on.

Example: "I need to protect my deep work time better."

Step 2 — Break It Into Actionable Steps

Take your insight and extract 3–5 steps that would bring it to life.

Example:

- Block deep work slots in calendar (2x 90 mins)
- Turn off notifications during those slots
- Let team know about availability windows

Step 3 — Create the Checklist

Turn those actions into a clear, visual checklist you can work through.

☐ Block time for deep work
☐ Mute notifications
☐ Inform team of new boundaries

Template

Insight / Reflection / Intention:

(Write it here)

Checklist:

- ☐
- ☐
- ☐
- ☐
- ☐

You can print this page, duplicate it weekly, or keep a running list in your Shadow Notes.

When to Use This

- After completing your Shadow Planner (Friday reflection)
- After an insight in a conversation with ChatGPT
- When you feel stuck but suddenly get a burst of clarity
- After journaling or reviewing a drift pattern

Pro Tip

Pair this with:

- **Energy Planner** (02 - 05 - 03) to prioritise your checklists by energy availability
- **System Drift Detector** (02 - 05 - 02) to respond to breakdowns with specific actions
- **AI Prompting Layer** (02 - 07 - 02) to ask ChatGPT to help turn vague ideas into defined lists

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Keep it light. The power isn't in perfect formatting — it's in using this often enough to build momentum from your own insight.